



SMYRNA ELEMENTARY PTA

Information Session

February 6, 2025

WELCOME

- Current Board Roles + Responsibilities
- Committee Roles
- Key PTA Events
- Next Steps
- Questions



CURRENT 2024-2025 PTA BOARD



To Be Filled

President



Chloe Chamberlin

Secretary



Brandee Keiss

Treasurer



Telleen Gegner

VP of Communications



Victoria Chartrau

Co-VP of Development



Chelsea Metros

Co-VP of Development



Kaycia Rhone

Co-VP of Involvement



Katie Tidwell

Co-VP of Involvement

PRESIDENT

Key Responsibilities:

- Lead PTA meetings (Board and General meetings)
- Responsible for coordinating a cohesive-yearly event calendar with Admin, SES Foundation, county, etc.
- Responsible for all pre-determined national teacher/staff holiday recognition, event dates, etc.
- Coordinate the work of the officers and committees of the PTA
- Communicate with the principals/admin on all PTA events
- Responsible for planning/executing quarterly main PTA led events
- Work closely with Admin to determine need for teacher led events
- Attend District PTA council meetings as needed
- Communicate with GA PTA when needed
- Oversees 5th Grade Committee/Spirit Wear Committee
- Approves (monthly/yearly) budget with Treasurer
- Meet quarterly with Foundation presidents
- Represent PTA on Principal's Advisory Committee



Next Year Needs:

- Two Co-Presidents

TREASURER

Key Responsibilities:

- Report to President
- Maintain detailed annual/monthly report/Monthly report to be given at each board meeting
- Responsible for budget approval for all events
- Responsible for financial management of PTA, including bank account and all transactions
- Receive and distribute monies in accordance with bylaws and approved budget
- Manages passive income sources (Box Tops, GiveBacks, etc)
- Ensures GA PTA membership dues are up-to-date
- Prepare and file annual tax return and yearly audit
- Assists with special events



Brandee Keiss

Treasurer

Next Year Needs:

- If someone interested in 26-27 school year, shadow opportunity



SECRETARY

Key Responsibilities:

- Report to President
- Manages PTA calendar (meetings, spirit nights, events, school holidays, etc.)
- Manages agendas/minutes for each monthly board meeting - present for approval
- Assist in scheduling monthly board meetings, SES PTA meetings
- Attends all SES Foundation Board Meetings and prepares internal communications
- Manages SES PTA GoogleDrive
- Manages MemberHub/Totem (memberships)
- Assist in determining quorum and counting rising votes, when necessary
- Oversees Nomination committee as needed for board elections
- Assists with special events



Chloe Chamberlin

Secretary

Next Year Needs:

- Secretary



VP OF COMMUNICATIONS

Key Responsibilities:

- Reports to President
- Responsible for maintaining all SES PTA social media accounts and website
- Responsible for scheduling/liaison with Admin for CTLS posts
- Responsible for creating all PTA communications material for the following: (but not limited to)
 - Events
 - Spirit Nights + Sponsors
 - Teacher + Staff Appreciation
 - Fundraising
- Assists with special events



Telleen Gegner

VP of Communications

Next Year Needs:

- Co-VPs (2 recommended)



CO-VP OF DEVELOPMENT

Key Responsibilities:

- Reports to President
- Responsible for community sponsorships and establishing/maintaining new business partners
- Responsible for family sponsorships
- Responsible for coordinating all Spirit Nights
- Responsible for Spirit Night profit follow-up/checks received
- Updates fundraising monies to Treasurer prior to monthly meetings to ensure budget alignment
- Responsible for coordinating vendors for PTA events
- Assists with special events



Victoria Chartrau
Co-VP of Development



Chelsea Metros
Co-VP of Development

Next Year Needs:

- 1 Co-VP



CO-VP OF INVOLVEMENT

Key Responsibilities:

- Reports to President
- Oversees: General Volunteer pool/volunteer recruitment, Hospitality Committee, Yearbook committee, Special projects committee, Events committee and DEI committee
- Responsible for co-coordinating quarterly main PTA led events**
- Responsible for supporting teacher led events (STEM, Heritage, etc) as needed**
- Works with board to establish dates, budget, themes, execution of appreciation events (i.e., Teacher Appreciation week, conference week, quarterly teacher birthdays, etc.)
- Responsible for coordinating/fielding small volunteer opportunities
- Oversees Reflections call for entries/submissions (with Secretary)
- Manages PTA Volunteer Email
- Manages supply kit orders

**These responsibilities are executed by VP of Involvement, but are supported greatly by entire PTA board, especially president- lots of support!



Kaycia Rhone

Co-VP of Involvement



Katie Tidwell

Co-VP of Involvement

Next Year Needs:

- 2 Co-VPs



COMMITTEE ROLES

Consider:

- Chair vs. Committee Member

Spirit Wear

- Assists committee chair with spirit wear sales during events.
- Helps deliver online spirit wear orders to classrooms and organize spirit wear inventory.

Hospitality

- Assists with staff appreciation events including monthly birthday celebrations, teacher appreciation week and staff appreciation breakfasts and lunches.

Events

- Provides onsite assistance during PTA led events pre-event Bike Night, Movie Night and Bingo Night.
- Duties include concessions sales, pre-event set up, post event clean up and any event specific onsite duties.

Yearbook

- Compiles photos throughout the year at school events to create the yearbook. Designs annual yearbook.

DEI

- Foster an inclusive and welcoming environment for all students, families, and staff.
- Plan culturally inclusive events and activities.
- Ensure proper representation for all groups.

Special Projects

- Volunteer pool to assist with miscellaneous needs that pop up throughout the year.
- Short term projects may require 1-2 hours of volunteer time, as needed. Examples include: making copies, cleaning out PTA closet, delivering flyers, etc.



YEARLY EVENTS

Example PTA Lead/Supported Events 2024-2025

- Popsicles with the Principal
- Spirit Nights (i.e., Chuck E. Cheese, Burger Crush, Willy's, Sparkles Skate Nights, etc.)
- Braves Game Day
- Heritage Night (PTA supported)
- Bingo Night
- Family Movie Night
- Teacher Appreciation Week
- Jingle Jog (PTA supported)
- Bike Night
- 5th Grade Celebrations



NEXT STEPS

- Ask questions + learn more about roles you are interested in
- **Submit nomination by March 3**
- Nominating Committee “interviews” for each role (date TBD)
- Slate of nominations compiled and shared (date TBD)
- Elections (date TBD – likely mid-April)

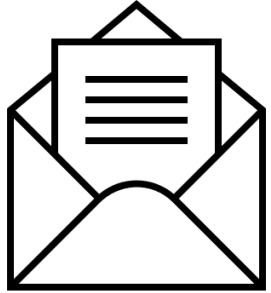


QUESTIONS? INTERESTED?

**Additional questions or if you are interested email:
SESPTAPresidents@gmail.com**

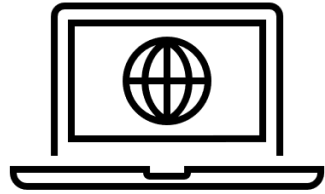


FOLLOW + CONTACT US



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WEBSITE

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INSTAGRAM

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**THANK
YOU**

We appreciate you!

