

Committee Chair Handbook

Guidelines for a Successful Committee

Know Your Budget

The Budget is posted to PTA website. Any questions, contact Treasurer, Jennifer Perler at BrunnerTreasurer@gmail.com

Refer to Budget Guidelines on PTA Website (Treasurer Forms)

If you are running an event that requires payment, cash, check and electronic payments must be offered when applicable. The MemberHub site can be set up to accommodate electronic payments. Please contact President and Treasurer.

Know Your Event Dates (if applicable)

The calendar on the school website and the President can provide event date information.

Administrative Duties

(For Brunner Rooms) Reserve your meeting/event space by completing a [building and room usage form](#), well in advance of your event. Please remember to include details such as tables/chairs and garbage pails! Completed forms should be given to Mrs. Lockier.

If you are making any changes to your event/activity, please get approval from Mr. Bortnick and PTA President.

PTA Meetings

All PTA meeting dates are posted on the PTA and school website. Also, the Recording Secretary will request brief reports from your committee prior to the meeting. A brief report is only necessary if you have an immediate need or update from your committee that requires attention/action from the board. It is important as a Chair, to stay informed of Brunner happenings, therefore, your attendance at PTA meetings is strongly encouraged.

PTA Mailbox

If your committee plans to have envelopes collected for your event, or you receive mail on a regular basis, please make sure to regularly check the PTA Mailbox. If you are unable to pick-up your mail, please contact Mrs. Palella and she will send mail home with your child.

Google Gmail Account

It is recommended that your committee maintains a Google account, with an email address relevant to your committee. This will allow you to maintain electronic files for your committee, rather than maintaining a binder. However, if a binder is already available with pertinent information, that can also be part of your committee files. When your time as chair comes to an end, it is expected that the Google account is updated and passed on to the next chair. Also, event links to volunteer websites, such as Signup or SignUp Genius can be passed on to chairs to help transfer event details and needs.

Communication

Backpack

The Brunner Backpack and EBlasts are the primary communication tool for Brunner PTA. Blurbs should be as concise as possible with any additional details in an attachment or weblink. Your blurbs should be sent to Mr. Bortnick (sbortnick@spfk12.org) and PTA President (sharondowlingpta@gmail.com) by the Wednesday preceding the week desired. The Backpack is edited by volunteers and it is at the discretion of Backpack staff to make any last minute additions. So please don't delay!

Emails

Emails via Room Parents can be distributed if deemed appropriate. All emails must be approved by Mr. Bortnick and PTA President (and First Vice President (jenniedarrowpta@gmail.com) copied.

The First VP will contact the room parents on your behalf. Room parents will not send out emails unless directed by the First VP.

Facebook

The *Howard B. Brunner Elementary School* Facebook page is the only official Brunner Facebook page. It is administered by the Principal. It is primarily used to share stories from the day's school events. All other "Brunner" Facebook pages are not administered by the school or PTA. PTA members are not obligated to respond or comment on postings on Facebook pages. School and PTA information will be communicated via Brunner Backpack and EBlasts for reliability and consistency to the audience. Any communication on "unofficial" pages should be used sparingly and with care. Remember - no website is ever completely private.

Twitter

The PTA and School are currently working together to have an account that mirrors the Facebook page. Stay tuned for updates.

PTA Closet

Space in the PTA closet is minimal. The school allows us to use the closet, however it needs to be maintained in a fashion that is safe. The window in the closet and door need to be easily accessible to open. Objects high up must be safely stored as to not fall. Please refer to the closet supplies before soliciting paper product donations. You must tag any products you plan to use for an upcoming event.

Post Event Reports

It is good practice to write up a post event report. Include successes and areas of improvement and any budget items. This information will be helpful to pass along to future chairs.

PTA Membership

In accordance with PTA By-Laws, all committee chairs as well as committee volunteers need to be PTA members in good standing. This is especially important for insurance purposes. The Membership Chair can confirm membership (jedefini@gmail.com) Members can register online:

<https://njpta-brunner.memberhub.store/>