

Committee Chair Handbook



Guidelines for a Successful Committee

Know Your Budget

The budget is posted on the the PTA Website. Any questions contact the treasurer at Brunnertreasurer@gmail.com.

Refer to Committee Budget Guidelines

If you are running an event that requires payment, cash, check and electronic payments (Memberhub) must be offered when applicable. The Memberhub site can be set up to accommodate electronic payments. No other forms of electronic payments are acceptable. Any questions, please contact the PTA President or Treasurer.

Know Your Event Dates

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

Administrative Duties

Reserve your PTA meeting/event space by written request through the PTA President. Remember to include details such as tables/chairs and garbage pails! If you are making any changes to your event/activity, please get approval from the PTA President and Dr. Bortnick.

PTA Meetings

All PTA meeting dates are posted on the PTA website, please try to attend. If you cannot attend, please let the recording secretary know. 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 check the PTA Mailbox in the main office. If you are unable to pick up your mail, please contact Mrs. Palella and she will send it home with your child.

Google Gmail Account

It is recommended that your committee maintains a gmail account, with an email 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 a 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

Brunner Backpack

The Brunner Backpack and E-Blasts are the primary communication tool for the Brunner PTA. Backpack submissions should be as concise as possible with any additional details in an attachment or weblink. Your submissions should be sent to Dr. Bortnick (sbortnick@spfk12.org) and the PTA President by the Saturday preceding the week desired. The Backpack is edited by the PTA President, and it is at the president's discretion to make any last minute additions.,

Emails

Emails via room parents can be distributed if deemed appropriate. All emails must be approved by the PTA President and Dr. Bortnick, cc'ing the First Vice President. 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 and the PTA Corresponding Secretary. It is primarily used to share stories and pertinent school information and PTA happenings. Any other "Brunner" Facebook pages are NOT administered by the Brunner PTA. Any communication on "unofficial" pages should be used sparingly and with care. Remember - no website is ever completely private!

Instagram

The PTA official Instagram page is BrunnerElementary. It is administered by the PTA Corresponding Secretary. It is primarily used to share stories and pertinent school information and PTA happenings.

Housekeeping

PTA Closet

Space in the closet is MINIMAL. The school allows up to use the closet, however it needs to be maintained in a fashion that is safe. The window in the closet and the 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 products you plan to use for a specific event, otherwise products own the closet are fair game for all PTA committees.

Post Event Reports

It is good practice to write up a post event report. Include successes and areas of improvement and any budget items. Please submit this report to the recording secretary at the next meeting, post event. This information will be helpful to pass along to future chairs.

PTA Membership

In accordance with the NJPTA Local Bylaws and the Brunner PTA Standing Rules, all committee chairs, as well as all committee volunteers, need to be PTA members in good standing. This is especially important for insurance purposes. The Membership Chair can confirm membership. Members can register online: <https://njpta-brunner.memberhub.store/>