



# Apollo PTA Positions

## Board Position

- **Elective Board Position**

- **President – Laura Ni & Rachel Hearn**

Oversee the the activities/businesses happening in PTA. The responsibilities of presidents include working close with school principal for school/PTA businesses, attend monthly Issaquah PTSA Council meeting and be voting delegates, attend Apollo Site Council, take care of PTA grants and outside grant requests, make PTA calendar, attend curriculum night and introduce PTA to families, work on enrollment verification, and host monthly PTA board meetings and general meetings.

- **Vice President – OPEN**

Description: A high visibility and influential role assisting Co-Presidents overseeing the PTA. Vice President also stands in when the President(s) cannot be present for various meetings.

- **Secretary - Jen Davis**

An opportunity to demonstrate your organizational skills, the secretary assists with everything from agendas and attendance to minutes and record keeping.

- **Treasurer – Erin Wong**

In charge of all the deposits, check requests, taxes/IRS/Corp Filings and Safe. Be part of budget committee and financial review committee, take care of corporate matching, PTA insurance, tracking staff allotment. Be part of bank reconciliation.

- **Appointed Board Position**

- **Programs Chair Lead – OPEN**

The Director of Programs coaches volunteers to run the main PTA programs of the year. Read at Home, Math In Action, 5<sup>th</sup> Grade Graduation, School supplies, Math tournament, reflection, etc.

- **Events Chair Lead – Nancy Yeung**

The Director of Events coaches volunteers to run the main PTA events of the year: Back to school, Winter event, Talent show, Multicultural Night, and the Spring Event.

- **Fundraising Chair – OPEN**

A fun position that makes a big splash, the director works to organize and direct the fundraisers that are the lifeblood of our PTA and the programs that benefit all our students. Fundraisers include Rocket Fuel, the Orange Ruler fun run, and the

ability to choose new ones! This role gets a lot of support and promises tremendous satisfaction. (15-20 minutes per day during fundraisers)

- **Volunteers Chair- OPEN**

An opportunity to demonstrate your influential nature and ability to “build the village” of parents who are crucial in helping the PTA to accomplish all things big and small, but always important, throughout the year. You decide how best to build the village and show off your communication and recruiting skills in the process.

- **Communication Chair– Laura Ni**

Consolidate, edit and distribute PTA communication on a weekly basis via various channels including PTA e-news; Facebook, Apollo E-news and kid mail when necessary. The Communications director will receive all communications requests received from PTA board members and chairs and then distribute the information to Lauren Suttles in the front office as well as PTA Teacher liaison to ensure they receive the appropriate information on a timely basis. The communications Director will also oversee the **Social Media manager** and **Newsletter manager** positions to ensure they are present a consistent message and help maintain when necessary. Time commitment: 60-180 minutes/week once familiar with the role the time decreases.

- **Standing Committees on Board**

- **Advocacy/VIS Chair - OPEN**

An opportunity to advocate and travel, the person in this role will attend the PTA Legislative Assembly and Focus day in Olympia to advocate for levies and bonds. (2 days in October, 1 day in February)

- **Co-Outreach Chair – Yomn Osman & OPEN**

Another fun role with a lot of variety and support, the co-outreach chair helps to coordinate the toy and food drives, an “as needed” clothing drive for the health room, and support or help to find another volunteer to support the vital Supplemental Snacks and Power Packs programs.

- **Co-chair FACE (Family & Community Engagement) – OPEN**

- Coordinates Cultural Ambassadors to welcome families and help with translations of school information.
- Welcome and assist families.
- Supports different language communities to understand school daily life.
- Supports cultural events and activities
- Liaison with FACE chair of the Issaquah PTSA Council (Alicia Spinner)  
Liaison with Cultural and Family Partnerships of the Issaquah School District  
(Lorna Gilmour is the Specialist ISD, and each school has a Family Partnership Liaison.)
- Liaison with the Cultural Bridges Program of the Issaquah Schools Foundation. (Alicia Spinner is the General Manager, and Laura Ni is the Editor Assistant.)

- **Membership Chair – Jennifer Khumalo**

Promote PTA membership throughout the year. Work closely with school and parents to introduce PTA and explain PTA memberships. Other tasks include import membership data from OSP website or paper copy form data to Washington State PTA database – membership planet (5-10 hours a week beginning of the school year and manage throughout the year)

- **ISF Chair – Michelle Kauffman**

Table captain for the ISF luncheon in April which involves recruiting parents and community members to help fill a table. Issaquah Schools Foundation liaison receives and distribute ISF information to the PTA/PTSA membership. (One time event in October, a few hours the remaining months)

- **Art – Laurelle Graves & OPEN**

Art Docent Chair. Direct and coordinate with school art docent parent helpers who will teach art lesson to a class. Curriculum is provided. Art Docent parent helper is needed for every classroom if possible. Chair also coordinates district training and Art of Discovery to come to Apollo. Training is available. (Min of 1 lesson per month)

- **Teacher Liaison – Jen Davis**

Teacher's representative from school who will be the communication bridge between school teachers and PTA.

- **Special Needs Liaison – Andréa Jean McMillan, Jen Davis & Jennifer Khumalo**

Parent coordinator to communicate with ISD PTSA Council Special Education Committee to make sure students who receive Special Services in the school have a voice. Assist families in navigating the education system, connect them with resources, provide support and advocate for inclusion.

- **Safety Liaison – Laurelle Graves**

Connect with school district safety department or coordinator to make sure all the safety rules and guidance from district level to school and to our community.

- **ParentWiser Coordinator – Laurelle Graves**

Coordinate with ParentWiser which is funded in a partnership between Issaquah PTSA Council 2.6, Issaquah Schools Foundation, Swedish Medical Center of Issaquah, and Overlake Medical Center & Clinics. Get back to PTA for a list of their parent education events and resources.

## Other Committee Chair or Helper

- **5<sup>th</sup> grade Promotion Chair – Chair/Helper needed**

This is a fun role working with the students one last time before they head off to middle school. In this role you will mainly coordinate and manage 5<sup>th</sup> grade yard signs (promote, sale, order and distribute) and T-shirts (T-shirts will be sold on our spiritwear, so just help promote) throughout the year. Work closely with 5<sup>th</sup> grade teachers to help/support their needs if they have any.

- **Teacher Appreciation Committee – Pauline Reyes & Rupy Kaur**

Our teachers need that special person who has a knack for bringing people together to show just how much we appreciate our teachers and all school staff. You will work with a committee to plan and execute appreciation events such as snacks, potluck, and Teacher Appreciation week in May.

- **Yearbook Committee – Amita Nair & Rachel Hearn**

- **Co-Editor:** Demonstrate your creative side and assist the Yearbook Editor with layout and proofreading
- **Communications:** The yearbook wouldn't be possible without our volunteer in charge of sales and marketing. Capitalize on existing sponsor relationships and secure some of your own through your contacts in our community. (60 minutes/month)
- **Liaison:** Everyone loves to take photos of our Apollo kids – and staff – hard at work or at play so we need someone who can obtain and organize pictures from teachers and staff (60-90 minutes/month; a bit more in Feb. to April)
- **Random photography** – Love to take photos? We are in need of a backup event photographer.

- **Communications Committee – Laura Ni & Jennifer Khumalo**

- **Social Media Manager:** Schedule and write the PTA Facebook posts (30-45 minutes a week)
- **Newsletter Manager:** Using the content that people provide, this role helps to maintain one of the important ways we reach out to the Apollo community – the weekly newsletter. As with all roles, training and support will be provided. (60-90 minutes/week when learning system, but will be faster!)

- **School Supplies Committee – Laura Ni, Holly Van Gundy & Vivian Kahoang**

The committee will work with school to make sure to get updated yearly grade level school supplies from teachers, work with school supplies vendor to make sure all the items on the list has been correctly set. Promote the sales during online selling period. Coordinate with school and vendor for kits delivery date and help sort the kits and distribute them to the classroom before the school starts.

- **Popcorn Chair - Marcie Cheung**

The kids love popcorn Fridays so we need you to help us stock popcorn supplies, find volunteers to make the popcorn, and provide training on Friday routines. Popcorn volunteers must obtain food handlers permit, which can be quickly and easily done online.

- **Book Fair – Megan Waggoner/Andréa Jean McMillan/Nancy Yeung**

Work shifts ringing up books and assisting students. Oct 30-Nov 2, Feb 5th-8th and May 8th-10th. (2-4 hour shifts)

- **Audit committee – 2 Helpers**

Review Apollo's financial reports attend of year. (2-3 hours in June/July)

- **Awards/Recognition Committee – 2 Helpers**

Oversee the nomination process and participate in the decision-making process for the Golden Acorn, Outstanding Advocate, and Outstanding Educator awards. (Couple hours in February)

- **Emergency Preparedness – Laurelle Graves & OPEN Chair**  
Takes an annual inventory of the classroom backpacks and replace necessary supplies. (One time project 6-12 hours approx)
- **Read At Home – Megan Waggoner/Andréa Jean McMillan**  
Chair person coordinate Read At Home which is a program that encourage students reading books and recorded the reading minutes on a printed “Reading Log Map” sheet and turned the minutes back to PTA for earning a free book for reading! Chair person will host the free book prize event 3 times a year inside school to hand children their awarded free books. Also, the chair will oversee inventory of books and prizes for the incentives.( 3-5 hours a month). Work with Book Fair chair and be able to use book fair scholastic dollars to buy more books from scholastic warehouse as RAH prizes for students.
- **Math In Action/Math Tournament – Laura Ni & OPEN Chair**  
Math in Action is a free enrichment program that is offered to all students by the Ellipsis Academy throughout the academic year. The chair person is responsible to convert 15 sets of worksheets to online format and communicate with families that participate this program with the sets of sheet availability date. The chair is also responsible to check all the finished work from kids and set up prize strategy throughout the year.
- **Nominating Committee - OPEN**  
Committee members recruit candidates to fill the elected PTA positions (executive committee). Elections are held in April. (Need total of 3 – 4 volunteers to work on starting in Jan. A few hours a month.)
- **Reflections – Amita Nair & OPEN Chair**  
National PTA Art contest that focuses on a theme. Send out informational flyers. Receive submissions from students and submit Apollo’s finalists to the district level. Acquire judges and host a reception at the school for families. (Fall 10-15 hours)
- **Spirit wear – Amita Nair & OPEN Chair**  
Running an online shop for Apollo’s spirit wear. Work with t-shirt vendor in ordering spirit wear. Send flyers, collect orders and inventory records throughout the year.
- **Variety Show – Jennifer Kessler**  
Plans this event with an audition day and rehearsals plus a daytime and nighttime performance. Many volunteer opportunities.
- **STEM Month (April) – OPEN Chair**  
Plan this April event which is often ends up in an evening family event which is held in the gym at the school. In April, chairperson(s) coordinate with students and teachers for STEM related projects submission guidelines and rules, collect submission and find a way to represent each projects. In the normal and previous years, chairperson(s) coordinate classrooms on a STEM projects visiting schedule, promotes participation with the students, orders ribbons, etc. (Entire April but most efforts will happen for the event night which might not happen because of the pandemic)
- **Missoula Children’s Theater - OPEN**  
A play in Fall. One week of rehearsals and performance. Need help with meals for the 2 directors and rooms for them to stay for the week
- **Multicultural Night – Nancy Yeung**  
This very popular event at Apollo celebrates our different cultures. Organize booths and plan entertainment.
- **Fall Bingo Night – PAUSE**

Family fun night which includes pizza, bingo and other games in the Fall.

- **Winter Family Night – Paused**

Family fun night which possibly involves games and movies that is in winter or holiday theme.

- **Family Night (Fall or Winter) – Nancy Yeung**

Family fun night which normally happen inside school or outside in school playground. Lots of indoor or outdoor games and fun involved. Most times food trucks and ice creams/popsicles will be offered to families during outdoor event.