



Apollo PTA Position Descriptions (2026–2027)

Board Elected Positions

- **President – High Commitment - OPEN**
 - Leads all PTA efforts, collaborates with the principal, attends PTSA Council/Site Council/general meetings, manages grants, creates the PTA calendar, and represents the PTA at events.
- **Secretary – Low Commitment - OPEN**
 - Prepares meeting agendas, takes minutes, and manages PTA records.
- **Treasurer – Medium Commitment - OPEN**
 - Manages PTA finances, budget, taxes, and filings. Tracks staff allotments and handles bank reconciliations.
- **Vice Presidents (2) – High Commitment - OPEN**
 - Supports the President, helps oversee PTA operations, and steps in when needed.

Board Appointed Positions

- **Director of Communications (2) – High Commitment - Emily Mitchell & Karla Inostroza**
 - Oversees all PTA communications, including newsletters, website, email, and social media.
- **Director of Events (2) – High Commitment - OPEN**
 - Plans and executes school-wide events such as Back-to-School and Spring events.
- **Director of Fundraising (2) – High Commitment - Alecia Hawthorne-Heyel & OPEN**
 - Leads major fundraising campaigns like Rocket Fuel and Orange Ruler Fun Run.
- **Director of Programs (2) – High Commitment - OPEN**
 - Supports and coaches leads for programs such as Yearbook, Math in Action, and Read at Home.
- **Director of Volunteers (2) – High Commitment - Michelle Kauffman & OPEN**
 - Recruits and organizes volunteers for PTA programs and events.

Board Standing Committees

- **Advocacy Chair – Low Commitment - Shelby Scovel**
 - Represents Apollo PTA at Legislative Assembly and Focus Day to support education funding (Oct/Feb events).
- **Art Docent Chair – High Commitment - Jessica Braswell**
 - Coordinates volunteer-led monthly art lessons using provided curriculum and training.
- **FACE (Family & Community Engagement) Chair – Medium Commitment - Claudia Romo**

- **Coordinates Cultural Ambassadors, supports multilingual families, and partners with community groups.**
- **ISF Ambassador – Low Commitment - Shelby Scovel**
 - Serves as table captain for the ISF luncheon and shares ISF news with the PTA (main event in Oct).
- **Membership Chairs (2) - Medium Commitment - Michelle Chou & OPEN**
 - Promotes PTA membership, manages member database, and coordinates with WA State PTA (especially busy in Sept).
- **Outreach Chairs (2) – Medium Commitment - Lisa Lee & OPEN**
 - Leads food, clothing, and supply drives, and manages snack and weekend meal programs.
- **ParentWiser Coordinator – Low Commitment - OPEN**
 - Coordinates parent education opportunities in partnership with local organizations.
- **Special Needs Liaison – Medium Commitment -Jennifer Khumalo**
 - Serves as a resource and representative for families receiving special services.
- **Teacher Liaison – Always a Teacher - Emily Mitchell**
 - Appointed by the principal to share information between staff and PTA (non-voting Board Member).

Chairs & Committees (Report to Board Directors)

Events & Celebrations (reports to Director of Events)

- **Fall Festival Committee (2) – Medium Commitment - Alecia Hawthorne-Heyel & OPEN**
 - Plans October family events including venue, tickets, and promotion.
- **Family Movie Nights Committee (3) – Medium Commitment - Alicia Hawthorne-Heyel & Nancy Yeung**
 - Plans 2 to 3 family movie nights that include concessions and popcorn.
- **Multicultural Night Committee (3) – High Commitment - OPEN**
 - Organizes booths and performances to celebrate Apollo's cultural diversity (May event).
- **Staff Appreciation Committee (3) – Medium Commitment - Michelle Chou, Natalie Ash, Haya Dredge & Michelle Kauffman**
 - Coordinates year-round staff appreciation events and Teacher Appreciation Week.
- **STEM Fair Committee (3) – Medium to High Commitment - Ling Chen & Rachel Mancia & Michelle Chou**
 - Plans and promotes the April STEM Fair and handles project logistics (Dec–Apr).
- **Talent Show Committee (3) – Medium Commitment - OPEN**
 - Manages auditions, rehearsals, and performances for the Talent Show (Jan–Mar).
- **Winter Festival Committee (3) – Medium to High Commitment - OPEN**

- Organizes a winter-themed family event with games and movies (Nov–Jan).

Fundraising (reports to Director of Fundraising)

- **Book Fair Committee (3) – Medium Commitment - Thais Mccoy, Rachel Mancina & OPEN**
 - Assists with setup, student support, and sales during Fall and Spring book fairs.
- **Spring Fundraiser Committee – Medium Commitment - Alecia Hawthorne-Heyel & OPEN**
 - Supports planning and logistics for the spring fundraiser.
- **Passive Fundraising Chair – Low Commitment - OPEN**
 - Identifies and coordinates low-effort fundraising opportunities (e.g., restaurant nights).
- **Popcorn Committee – Medium to High Commitment - Brandy Peters-Mayer**
 - Organizes monthly popcorn Fridays, including inventory and volunteer coordination.
- **Fall Fundraiser Committee – Medium Commitment - Alecia Hawthorne-Heyel & OPEN**
 - Plans and promotes the fall fundraising campaign.
- **Spirit Wear Chair – Low Commitment - OPEN**
 - Manages online spirit wear sales, vendor communication, and inventory.

Education & Enrichment (reports to Director of Programs)

- **Emergency Preparedness Chair – Low Commitment - Michelle Kauffman**
 - Inventories and restocks classroom emergency backpacks each summer.
- **Kangaroo Math Chair (2) – Medium Commitment - Jianfeng Geng & OPEN**
 - Coordinates student registration and logistics for Kangaroo Math competition.
- **Math In Action (MIA) Committee (2) – Medium Commitment - Amy Martin & OPEN**
 - Prepares digital worksheets, manages student tracking, and prize distribution.
- **Math Is Cool Committee (2) – Medium Commitment - Yiyun Zhang & OPEN**
 - Oversees the Math is Cool enrichment program.
- **Read at Home (RAH) Committee (2) – Medium Commitment - James Ash & OPEN**
 - Runs reading incentive program, tracks minutes, manages prizes (3 events/year).
- **Reflections Committee (2) – Low Commitment - OPEN**
 - Manages National PTA Art Program entries and judging (Sept–Nov, 10–15 hours).

- **School Supplies Committee (2) – Low Commitment - Vivian Kahoang & Jiajia Fan**
 - Coordinates supply list updates and kit distribution (Mar–Aug).
- **Spelling Bee Committee – Medium Commitment - Sandeep Chinnari**
 - Coordinates school wide spelling bee.
- **Yearbook Committee (2) – Medium to High Commitment - Marchie Cheung**
 - Editor: Designs and proofs layout
 - Communications: Manages sales and sponsors (1 hr/month)
 - Liaison: Gathers photos from staff (60–90 min/month, busier Feb–Apr)
 - Photographer: Provides event photography support

Operations

- **Audit Committee (2) – Low Commitment - OPEN**
 - Conducts year-end review of PTA finances (2–3 hours in June/July).
- **Awards/Recognition Committee (2) – Low Commitment - OPEN**
 - Manages the nomination and selection process for PTA awards like Golden Acorn (Mar–Apr).
- **Nominating Committee (3) – Medium Commitment - OPEN**
 - Recruits PTA candidates; works Jan–May for April elections.