



Commack PTA Council Standing Committees

Timing/load	Committee	Description
Year-round/ <input type="checkbox"/> Heavy	Arts in Education	<input type="checkbox"/> Meet monthly <input type="checkbox"/> Oversee district-wide programs funded by PTA and District Arts in Ed budget line <input type="checkbox"/> Should have Arts in Ed experience
Year-round/ <input type="checkbox"/> Heavy	Budget	<input type="checkbox"/> Promote an understanding of the education needs of the community and to demonstrate how the proposed budget meets those needs <input type="checkbox"/> Provide opportunities for forums of discussion in regards to the budget with a diverse group of community members several times a year. <input type="checkbox"/> Disseminate information (through various ways) to the individual PTA units, parents, teachers and community members so that all may be well-informed on the school district's budget
Year-round/ <input type="checkbox"/> Light	Disabilities Awareness	<input type="checkbox"/> Seek and research Disability Awareness Programs and share findings with Units <input type="checkbox"/> Coordinate with Units different programs offered – especially during “Disability Awareness Week”
Year-round/ <input type="checkbox"/> Light-Medium	Education	<input type="checkbox"/> Stay up-to-date on Education issues and share information with Council <input type="checkbox"/> Coordinate and communicate parents' concerns and ideas <input type="checkbox"/> Meet with unit reps and Assistant Superintendent(s) of Education as necessary
Year-round/ <input type="checkbox"/> Light-Medium	Environment	<input type="checkbox"/> Meet with Unit reps as necessary <input type="checkbox"/> Stay up-to-date on Environmental issues and share relevant news with Council <input type="checkbox"/> Upon approval, initiate necessary letter writing campaigns
September- March/ <input type="checkbox"/> Heavy	Founders Day	<input type="checkbox"/> Coordinate the presentation of PTA Honorary Life and Distinguished Service Awards <input type="checkbox"/> Coordinate District Founders Day Dinner, e.g., reserve hall, send invites, coordinate attendees, organize responses, create table settings, etc.

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Year-round/ <input type="checkbox"/> Heavy	Health & Safety	<ul style="list-style-type: none"> <input type="checkbox"/> Committee should meet at least 4 times per year with Unit reps <input type="checkbox"/> Sponsor 2 blood drives – Fall Drive is held at CMS, and the Spring Drive is held at CHS w/Leaders Corp. <input type="checkbox"/> Advise, if necessary, girls’ and boys’ Maturity Night at intermediate school <input type="checkbox"/> Provide Amblyopia training for parents at primary level <input type="checkbox"/> Promote bus safety throughout the District <input type="checkbox"/> Attend transportation meetings (about 2 meetings per year)
Year-round/ <input type="checkbox"/> Light-Medium	Historian	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain picture gallery at the Hubbs Administration Building <input type="checkbox"/> Maintain/present picture boards at Founders’ Day Dinner <input type="checkbox"/> Gather pictures for Founders’ Day
Year-round/ <input type="checkbox"/> Light-Medium	Hospitality	<ul style="list-style-type: none"> <input type="checkbox"/> Provide refreshments for : <ul style="list-style-type: none"> – Welcome Back Breakfast in August – PTA Council meetings once a month – Board Recognition Night in October <input type="checkbox"/> Keep a record of supplies
Year-round/ <input type="checkbox"/> Medium	Legislation	<ul style="list-style-type: none"> <input type="checkbox"/> Meet monthly with unit representatives <input type="checkbox"/> Represent Council at annual Legislative events, e.g., NYS PTA Convention, Legislative Breakfast, etc. <input type="checkbox"/> Present resolutions to Council <input type="checkbox"/> Coordinate the distribution of resolutions to unit reps for a unit vote <input type="checkbox"/> Subscribe and keep up-to-date on the Legislative Newsletter <input type="checkbox"/> Meet with Asst. Superintendent of Curriculum (or Administration) for updates <input type="checkbox"/> Prepare fact sheet for monthly Council meetings
Year-round/ <input type="checkbox"/> Medium	Nutrition	<ul style="list-style-type: none"> <input type="checkbox"/> Meet monthly with unit reps, Assistant Superintendent, and a rep from the District’s food service <input type="checkbox"/> Coordinate planned activities for “National Nutrition Month”

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September-February <input type="checkbox"/> Medium	Photography	<input type="checkbox"/> When the contract is close to expiring: <ul style="list-style-type: none"> - Meet with primary/intermediate unit reps - Arrange for photographers to make presentations - Decide on company for next contract - Monitor company's performance <input type="checkbox"/> Follow-up with Units <input type="checkbox"/> Book/confirm photographers for Founder's Day
Year-round/ Heavy at times	Publicity	<input type="checkbox"/> Publish and coordinate Council Newsletter <input type="checkbox"/> Coordinate (and implement) how best to disseminate information to community, e.g., mailing, advertisement, etc.
Year-round/ <input type="checkbox"/> Light	Reach Liaison	<input type="checkbox"/> Act as liaison to Unit Reps for after-school workshops and Reach programs and offerings
Year-round/ <input type="checkbox"/> Heavy	Scholarship	<input type="checkbox"/> Meet with unit reps at various times throughout the year <input type="checkbox"/> Raise funds throughout the year to support the presentation of scholarships, e.g., movie ticket sales, raffles, lucky buck, etc. <input type="checkbox"/> Participate in scoring of scholarship applications <input type="checkbox"/> Attend the Scholarship Presentation Banquet in June. Prepare speeches and present awards
Year-round/ <input type="checkbox"/> Light	School Board	<input type="checkbox"/> Attend monthly Board of Ed meetings
Year-round/ <input type="checkbox"/> Light	Parliamentarian	<input type="checkbox"/> Familiarize yourself with Council Bylaws and Roberts' Rules of Order <input type="checkbox"/> Assure meetings are held to parliamentary procedures according to Robert's Rules of Order