

JRES PTA - Job Description

Reflections Committee

Time commitment: August- December

Busy peaks are: Late fall/Winter = assembling a committee, communication contest, judging Reflections Entries.

Responsibilities: Summarized from bullet points below the Reflections Committee Chair has the core responsibility of managing the Reflections contest and event. Attendance day of event. This position works under the VP of Programs.

Reflection Committee Chair Duties

- Attend board meetings and participate in discussions and decision making.
- Assemble a committee.
- Coordinate with VP of Programs and Administration as needed to prepare for event including:
 - Award amount
 - Award Presentation
 - Reception
 - Communication and push the event
 - Receive entries
 - Display entries
- Maintain a file of all your work, including photos of displays and samples of each document.
- Submit approved expenses via the appropriate PTA form to the Treasurer in a timely manner.
- Attend PTA sponsored events – Award ceremony.