

LHMSPTA Committee Chair Descriptions

The committee Chair is responsible for overseeing, sustaining and facilitating committee programs. The chairman is also responsible for working closely with the Volunteer Committee to establish and/or maintain an organized volunteer base within the PTA. All of the committees must coordinate with the Technology Committee to post information on the Langston Hughes MS PTA website, Hughes Yahoo Group, and with the Newsletter to advertise events.

Art Show Reception – Coordinate with LHMS art department & staff to stage a display of LHMS student art at the United States Geological Survey Visitors Center in the spring. Committee helps to hang student art and organize an evening Open House reception for students, staff & the local community

Book Fair – While the school Librarian coordinates the actual event, committee helps recruit and schedule volunteers to staff the Book Fair during open hours. There are two book fairs every year: spring and fall.

Bulletin Board - Maintain the PTA's bulletin board by updating it monthly. The committee will coordinate with the school administrators regarding the theme for each month. Committee responsibilities include researching themes, assembling/purchasing materials, and updating bulletin board content once per month.

Community Service – Plan and conduct several community services opportunities for the LHMS student body throughout the academic year. (Examples: Adopt-a-Spot, Thanksgiving food drive)

County Council Representative - Represent the LHMS PTA at Fairfax County Council of PTAs meetings. The responsibilities of this committee are:

- Attend Fairfax County Council of PTAs' meetings and act as the representative of the Langston Hughes MS PTA.
- Act as liaison to exchange ideas, initiatives and issues between the school and county PTA.

Directory Committee - Produce & publish the LHMS Student Directory. This job entails all of the following:

- Coordinate with school administration to obtain data and approve directory content.
- Solicit advertising from local businesses & solicit personal messages from Hughes parents
- Format directory (a design template is available)
- Coordinate with the printer/publisher to publish final directory
- Coordinate with the Ways and Means Committee to coordinate directory sales & distribution.

Traditionally, the student directory tasks are divided into Advertising and Document Processing and split between two co-chairs. Each co-chair works relatively independently, with their own staff of volunteers, tasks, and deadlines. However, one chair can oversee both activities if necessary.

Work on the student directory begins during the summer and continues until the directory is published and distributed – typically at Back to School Night in ~October (if feasible).

Diversity Academic Achievement Committee - Attend meetings of this subcommittee of the Fairfax County Council of PTAs and brief the LHMS PTA on meeting highlights (this subcommittee of FCCPTA meets approximately two evenings per month). The committee also coordinates program within the school designed to promote academic achievement in minority students.

Eighth Grade Celebration – Plan and execute the annual Eighth Grade Celebration at the end of the academic year. This celebration may be a dance, a party or a combination of the two. Tasks include:

- Identify a theme
- Arrange food & decorations
- Solicit for donations (as necessary)
- Coordinate entertainment (DJ, photos, etc.)
- Publicity & ticket sales
- Chaperoning

Hispanic Outreach – Work with the LHMS Parent Liaison to plan activities & meetings for our Hispanic parents. The goal is to encourage this population to become more involved in school activities & to address the concerns of Hispanic parents.

Hospitality Committee – Organize and oversee events to express appreciation to our staff and to help create a sense of community at

LHMS. Tasks generally include coordinating timing of events with school staff, obtaining supplies (food, paper products, etc.), and scheduling parent volunteers to support setup, event execution & cleanup. The following are descriptions of existing programs/events:

Back to School Breakfast for School Staff - This breakfast is sponsored by the PTA for teachers and school staff the week before school starts.

Touch Base Brunch – The PTA provides a “grab & go” brunch for teachers following Touch Base, providing teachers an opportunity to eat before heading back to their classrooms for the afternoon.

Career Day Continental Breakfast – This breakfast is for those providing information about their careers on Career Day.

Parade of Stars Breakfast – Recognizing that many teachers will have remained late at the school the evening before, the PTA provides a continental breakfast for teachers the morning after Parade of Stars

Teacher Appreciation Luncheon – This luncheon is sponsored by the PTA for the teachers and other school staff during Teacher Appreciation Week in May.

Model Campus Representative. Model Campus is a joint initiative between South Lakes HS and Langston Hughes MS, the purpose of which is to coordinate academic, cultural, athletic and other school programs to maximize joint facility usage, coordinate learning, and facilitate effective student transition. The responsibility of this committee is to attend Model Campus meetings and report back to the LHMS PTA.

Multicultural Fair - This event is organized by the PTA and school staff to celebrate the diversity of LHMS's student body. The committee will plan an evening of cultural activities that typically includes the following: food (buffet), fashion show, displays, talent show. As desired, a co-chair may be assigned to handle each of the individual aspects of the event.

New To Hughes Teacher Welcome – Work with the school’s New Teacher Committee to help welcome new teachers. Activities may include preparation & provision of “welcome baskets” or other initiatives/events.

Outside Message Board – In coordination with school administrators, update the outside message board on a regular basis

Panthers End-of-Year Field Day – While teachers traditionally organize & staff this activity, PTA provides the following support:

- Arrange for rental of carnival equipment, snow cone machines, etc. as required (coordinate in advance with school administrators)
- Organize & sell refreshments (pizza, candy, drinks) during the event.

Parent Workshops – Organize and present parent workshops, approximately quarterly. Responsibilities include:

- Identify topics & speakers
- Coordinate dates with PTA & LHMS administrators
- Advertise workshops
- Present speakers

Poetry Contest – Work with the English Department to conduct a Spring poetry contest.

- Advertise the contest
- Organize judging
- Publish winning poems in booklet form
- Prepare certificates
- Coordinate award ceremony/reception for winning poets

PTA Membership Coordinator – Enroll new members into the PTA, collect dues, prepare and distribute membership cards and ensure that payments are made in a timely fashion to State & National PTA. The goal is to encourage 100% parent and teacher enrollment/participation.

PTA Newsletter – Responsible for compiling a monthly PTA newsletter distributed electronically to parents. Duties include soliciting

articles from PTA officers & committees, formatting inputs, and coordinating publication & distribution with the PTA Technology Committee.

PTA Pyramid Liaison – The Pyramid PTA is an informal organization of PTA Presidents & school principals from every school in the Reston Pyramid. The purpose of the Pyramid PTA is to facilitate student transitions and identify ways that Reston schools can coordinate to address pyramid-wide issues and achieve pyramid-wide objectives. Responsibilities of the PTA Pyramid Liaison include:

- Attend monthly PTA Pyramid meetings and brief LHMS PTA on meeting highlights
- Coordinate publication & distribution of a special, truncated version of the Hughes News & PTA Newsletter distributed to rising 7th graders Feb-Jun of their 6th grade year.

Publicity Committee - Publicize news about our school, events and programs and to serve as a link between the school, our community, businesses, schools and the media. The responsibility of this committee is to:

- Work closely with Fairfax County Public Schools Media Relations Office and local news organizations to distribute information for publication.
- Organize and execute "Meet the Teachers," an initiative to disseminate information about the character & quality of LHMS administrators & staff
- Regularly update & distribute copies of "LHMS FAQs" to families of rising 7th graders
- Regularly update & disseminate "LHMS Talking Points" to students, parents & the community (via brochure, website postings, flyers, etc.)
- Coordinate with school administrators to reach out to pyramid elementary schools

Reflections Committee - Reflections is a National PTA-sponsored school contest for art, poetry, writing and music. This program offers students the opportunity to create works of art for fun and recognition. Responsibilities of the Reflections Committee include:

- Advertises the Reflections program in the school
- Collect submitted works and have them judged
- Submits work to County Council Reflections coordinator

- Coordinate award ceremony/reception for participating students

Special Education Liaison – Serve as a liaison to the school's special education department.

Student Recognition – Recognize student achievement through BUG (Bringing Up Grades) and Langston Hughes Stars programs.

- BUG. Organize activities (in-school receptions and/or giveaways) recognizing students that bring up 1 or more grades from previous quarter
- Langston Hughes Stars. Collect nominations from parents & staff & create signs for "Hall of Stars"

Superintendent's Parent Advisory Representative – Attend monthly Parent Advisory meetings and reports back to the PTA.

Teacher Mini-Grants – This program provides PTA monies for teacher & school needs (typically instructional materials & initiatives) that cannot be met with school funding. Purpose of committee is to publicize the mini-grant program, process applications, present mini-grant proposals to the PTA for approval and coordinate provision of PTA funding as approved.

Technology – Serve as PTA website administrator and oversee LHMS email initiatives such as Keep In Touch (KIT) It is recommended that the chair have mid-level computer experience (graphic & website design experience helpful but not required). The responsibilities of this committee are:

- Act as liaison with PTA website provider (oversee service contracts as necessary)
- Coordinate information from PTA officers and committees to be put on the website
- Update the website at least monthly and as new events and information arise or are completed
- Act as liaison with FCPS and school for KIT and/or other email communications programs

Volunteers Coordinator - Establish and maintain an organized volunteer base within the PTA. Responsibilities include:

- Recruit volunteers (through flyers, email, PTA meetings, Volunteer Coffee, etc.).

- Create a data base of volunteer information & disseminate to PTA Committee officers & chairs
- Work with committees to recruit & contact volunteers as needed

Ways & Means Committee - The purpose of this committee is to raise money for PTA initiatives. Typically, each fundraiser is overseen by a dedicated Chair with the support of volunteers as appropriate. The following are descriptions of existing fundraisers and the tasks required to execute them:

Basketball Game – This annual basketball competition – comprised of a 7th grade student game, and 8th grade student game, and a faculty game – pits LHMS against its “arch-rival” Herndon Middle School and is a fundraiser for both schools. Committee responsibilities include:

- Work with administrators of all schools to coordinate date & location (typically South Lakes High School)
- Publicizes the game
- Obtain Referees, timekeepers and security personnel
- Coordinate concession sales
- Coordinate merchandise sales (school T-shirts, pom-poms, commemorative pins, etc.)
- Solicit & coordinate volunteers to work at the game (sell tickets, concessions & merchandise)

Box Tops For Education – Coordinate the Box Tops for Education program for our school. Advertise the program, collect/prepare box tops, and submit in accordance with program deadlines.

Bulb Sale – Coordinate flower bulb fundraiser held at the beginning of the school year. Advertise the program; collect, process and distribute orders.

Dining at Hughes – Coordinate with local restaurant(s) to cater a fundraising dinner at LHMS. Coordinate event timing with PTA & school administration, advertise event, sell tickets, and contact volunteers to assist with setup, event execution & cleanup.

Discount Card Program – The Merchant Discount Card allows families who purchase the card to receive discounts from participating local merchants. The time commitment is approximately 1 week per year. Responsibilities include:

- Solicit merchants to participate with the discount program

- Design, print & laminate Merchant Discount Cards (template is available)
- In coordination with VP Ways & Means, oversee sales & distribution of Merchant Discount Cards

Grocery Rebate Programs - This program promotes participation in the local supermarket's school contribution programs. Responsibilities include:

- Enroll LHMS in grocery receipt rebate programs for Safeway, Giant, and Harris- Teeter
- Publicize programs and encourage/promote parent participation

Panther Merchandise sales – Sell LHMS apparel and other Panther merchandise via All-In-One flyer and direct sales at school events.

- Maintain inventory control & reorder merchandise as required
- Coordinate merchandise sales at school events to include Open House (Aug), Back To School Night (Oct) and Basketball Game (spring)
- Coordinate merchandise delivery

Pizza Wednesdays – This committee coordinates the sale of pizza & snacks after school on Wednesday afternoons (when late busses run & many clubs & activities meet).

- Obtain supplies for sale – cups, napkins, candy, etc. (Requires regular trips to Costco or similar discount club retailer)
- Coordinate pizza ordering & pickup/delivery with pizza vendor
- Coordinate volunteers to sell concessions

Refreshment Sales- Coordinate refreshment sales at various school events to include Open House, Back to School Night, Parade of Stars and Panthers-on-Track Field Day. Responsibilities are similar to those listed under "Pizza Wednesdays"

Reston T-shirt Sale. Coordinate & oversee sales of Reston T-shirt at school and local community events (Reston Festival, Taste of the Town, etc.)

Skate Night – Organize and oversee one or more Skate Night fundraisers with a local skating rink. Responsibilities include:

- Coordinate event with skating facility
- Advertise event
- Sell tickets
- Chaperone event

Spirit Night – Coordinate with local restaurants to arrange “Spirit Night” events. (During certain hours, restaurant agrees to donate percentage of sales made to LHMS customers). PTA typically sponsors two Spirit Nights per year (different restaurants), with one generally scheduled during “Spirit Week” - the week of the LHMS-Herndon Middle School basketball game)