

Please consider joining a committee!

General Board Committees

4th Grade Farewell Party Assist in planning the end-of-year 4th grade class party, along with the 4th grade room parents. Assist in production of a DVD to be given to each fourth grade student.

Timeframe: Throughout the year as needed & May Farewell Party

Birthday Book Club Assist in coordinating donations to the LMC in honor of Romona children's birthdays: collect money & account for donations.

Timeframe: Ongoing, throughout the year

Birthday Signs Assist in coordinating volunteers to place yard signs for students' birthdays throughout the year.

Timeframe: Ongoing, throughout the year

Box Tops Assist in collecting, organizing and sending box tops to the Box Top organization

Timeframe: Ongoing, throughout the year

Fall Scholastic Book Fair Assist in planning & coordinating the fall Book Fair: solicit volunteers to run the event, develop publicity materials for the event & other general responsibilities.

Timeframe: October - December

Cafeteria Assist with coordinating monthly cafeteria volunteers & sub lists.

Timeframe: Ongoing, as needed

Civics and Safety Liaison Assist in coordinating all matters pertaining to the safety of our children, including but not limited to: bus, playground & bike safety, as well as traffic control around the school. Attend monthly Village-wide Civics & Safety meetings.

This committee will also be responsible for overseeing the annual Bike Rodeo on an afternoon in the Spring.

Timeframe: Monthly village-wide meetings & monthly PTA meetings, reporting as necessary, Spring Bike Rodeo

Community Outreach Keeping in line with district goals, assist in providing service learning opportunities for our children to help others through our Sister School and Community Outreach programs.

Timeframe: Ongoing, as needed

Community Review Committee Liaison Serve as Romona PTA's liaison to the Village-Wide CRC Committee. Per CRC rules, this committee requires two (2) volunteers, serving a 2-year term. This committee researches important educational issues pertinent to District 39 students.

Timeframe: Evening meetings throughout the year, per CRC schedule & monthly PTA meetings, reporting as necessary

Daughter Dance Assist in planning the annual Daughter Dance: solicit volunteers to run the event, develop publicity materials, sell tickets, & other general responsibilities.

Timeframe: January - May

District 39 Educational Foundation Liaison Serve as Romona PTA's liaison to the Foundation. Per Foundation rules, this is a one (1) person committee & Foundation Board membership is a must.
Timeframe: Evening meetings throughout the year, per Foundation schedule & monthly PTA meetings, reporting as necessary

Diversity, Equity and Inclusion Attend monthly meetings at the district 39 office. Organize/ promote events to bring awareness to equity and inclusion.
Timeframe: Evening meetings throughout the year

Early Childhood Liaison Serve as Romona PTA's liaison to District 39's Early Childhood Program, LEEP (housed at Romona School.) Provide communication as necessary between PTA & LEEP. A child enrolled in the EC Program is a plus!
Timeframe: As needed & monthly PTA meetings, reporting as necessary

Enrichment / Field Trips Assist teachers to coordinate field trips & enrichment opportunities for our children: schedule & invoice for on- & off-site enrichment providers, coordinate transportation (busing) needed for each grade level.
Timeframe: Ongoing, as needed

Environmental Awareness Assist in coordinating environmental awareness activities at Romona. Create & implement "green" practices & projects in our school, as well as district-wide. Committee Chair will attend district-wide committee meetings.
Timeframe: Ongoing, as needed

Executive Board Serve as President, President-Elect, Treasurer, Assistant Treasurer, Secretary, VP or Assistant VP, Webmaster.
Timeframe: Ongoing, as needed & monthly meetings

Family to Family Coordinate assistance to other Romona families in need: childcare, dinners, transportation & fundraising.
Timeframe: As needed, throughout the year

Health & Fitness Encourage health & fitness for our students through activities promoting food & nutrition awareness along with physical activity: providing health tips for parents & coordinating school fitness events (Girls on the Run – GOTR & Open Gym Nights).
Timeframe: Ongoing, as needed

Learning Commons / Library Organize volunteers to help reshelve books in the library
Timeframe: Ongoing, as needed

Multicultural / International Festival Assist in coordinating events which bring our celebration of cultures to life: our annual Multicultural Potluck (Fall), our annual International Festival (Spring) including entertainment & food, & any other events throughout the year. Coordinate Family Ambassadorships for non-English speaking families.
Timeframe: October, April & as needed throughout the school year

Mom's Night Out Organize a FUNdraising social gathering for Romona moms.
Timeframe: Fall or Spring

Dad's Night Out Organize a FUNdraising social gathering for Romona dads.

Timeframe: Fall or Spring

Nominating Committee Assist in helping slate next year's PTA Executive Board & Standing Committee Chairs.

Timeframe: January - April, one monthly meeting

Outdoor Classroom/WELL Garden Assist our garden enthusiasts in the Romona WELL Garden & Outdoor Classroom: maintain, volunteer for "Fridays In The Garden," or donate plants.

Timeframe: Ongoing, as needed

Parent Association for Student Services in District 39 (PASS39) Liaison Serve as Romona PTA's liaison to the Parent Association for Student Services in District 39. PASS39 is a parent organization committed to supporting parents of children with disabilities, as well as working with the district administration & school staff.

Timeframe: Monthly meetings throughout the year, per PASS39 schedule & monthly PTA meetings, reporting as necessary

Picture Day Assist with directing students for picture day & class photos.

Timeframe: September & April

iGnite Enrichment Fund Assist with the planning, organizing, promoting of annual contributions to the enrichment fund. The money raised goes towards funding all enrichment activities for every student at Romona.

Timeframe: Aug. through May

Lunch Clubs (Lunch Clubs) Assist in coordinating Romona's R Club programs: determine clubs offered, develop relationships with vendors, coordinate activities, establish club fees and budgets, organize the enrollment process, & secure space at Romona.

Timeframe: Ongoing as needed

Rockin' Romona Fall Event Assist in planning the Rockin' Romona Fall Event: solicit volunteers, develop publicity materials, sell tickets, solicit underwriting, & other general responsibilities.

Timeframe: August - September

Romona Benefit Assist in planning the annual Romona Benefit (for adults only): solicit volunteers, develop publicity material for the event, sell tickets, & other general responsibilities.

Timeframe: October - February

Romona Student On-line Directory Assist in coordinating the publication of the Romona School Directory as well as the online and mobile app directories.

Timeframe: August - October

Romona Wear Assist in providing our school with the purchase of merchandise (Fall & Spring): work with vendors to select items, proof logos & printed materials, coordinate orders & distribute items.

Timeframe: August, February & as needed

Room Parent Coordinator Facilitate communications among room parents. Solicit volunteers for class parties and co-ordinate with the teacher

Timeframe: August, September, ongoing as needed & monthly PTA meetings

School Supplies Assist with our school supply program: coordinate orders for the following school year (in Spring) & distribute supplies (in August). Also, this committee coordinates the used school supply donation program.

Timeframe: February - May as needed, August

Sister School Assist in coordinating activities & donations to support our sister school in Zion, IL.

Timeframe: Ongoing, as needed

Sleep Under Assist in coordinating the event, food, publicity, sell tickets and movie selection.

Timeframe: Ongoing, as needed

Teacher Appreciation Assist in coordinating events during the annual Teacher Appreciation Week (May) as well as other teacher appreciation activities throughout the year: organize refreshments & meals, coordinate invitations & decorate as needed.

Timeframe: August, November, April, May & as needed

Teacherpalooza Help us organize our annual raffle in which students can win a chance to spend time with their favorite teachers & staff at Romona.

Timeframe: Spring

Welcoming Committee Assist in providing a welcome and smooth transition to all new families entering Romona. Must be available to attend Kindergarten Orientation in April and New Families in August

Timeframe: Ongoing, as needed

Yearbook Assist with creating lasting yearbook memories: be a grade level photographer by submitting photos taken at school events, work on layout with the publisher & other volunteers & coordinate its sale & delivery.

Timeframe: Ongoing, as needed

Executive Board

President Duties of the PTA president start as soon as the school year starts, which is generally July 1.

The president oversees and coordinates the work of an executive board to run a PTA effectively;

Presides at PTA board and association meetings;

Serves as the official contact, communicator and representative of a PTA;

Designated as an authorized signer for PTA checks, contracts and authorizations for payment;

Serves as ex-officio member of all committees except the nominating committee;

Works with other PTA leaders to connect families, school and community to support student success

Creates the budget and calendar with the officers.

Timeframe: Throughout the year

President-Elect is the President in waiting for the next year. President-Elect assists the President in all tasks and gets familiar with the working of the President's duties. By the end of the year, the President Elect gets together a committee which will work with him in the coming year

Timeframe: Throughout the year

Secretary is responsible for keeping accurate records of the proceedings of the association, such as meeting minutes, complete records of members and leaders, as well as sending communications on behalf of the executive

board; the secretary also tracks the board's votes and policy changes.

Timeframe: Throughout the year

Treasurer and Assistant Treasurer ensures that PTA finances are on point so that the organization continues to make a positive impact on the school's community, is responsible for:

- Maintaining permanent records to track funds and financial transactions.
- Prepare the annual budget, financial statements, and reports to present to PTA members during open meetings.
- Pay all PTA bills authorized by the board or association in a timely manner, as sometimes these might include reimbursements to PTA volunteers, members, or staff.
- Ensure that taxes, insurance policies, and financial reports are up to date according to the PTA by-laws, and as required by federal and state governments.

Timeframe: Throughout the year

VP1 Communications and Legislation and Asst. VP1 Coordinate between committees to report and support any activities and/or events held by the district.

Timeframe: Ongoing, throughout the year

VP2 Volunteer and Support and Asst. VP2 Coordinate between committees to Solicit Volunteers for various school activities and events.

Timeframe: Ongoing, throughout the year

VP3 Enrichment and Asst. VP3 Decide on the yearly enrichment activities and events and coordinate with teachers to organize and facilitate them.

Timeframe: Ongoing, throughout the year

VP4 Fundraising and Asst. VP4 Set Fundraising targets for the year and coordinate and oversee all fundraising events for the PTA.

Timeframe: Ongoing, throughout the year

Webmaster Help maintain the PTA website & electronic communications, working with the PTA President, VPs and individual committees . Web design/maintenance or computer experience is a plus!

Timeframe: Ongoing, as needed