

Mead PTSA Volunteer Opportunities – 2026/2027

Mead PTSA – Join Our Team! 2026/2027

We're looking for enthusiastic parents and caregivers to support our school community. The PTSA helps enhance students' learning experiences through events, programs, and volunteer support.

Below are our **open Board and Volunteer positions** for the upcoming school year.

President *1 chair role open*

Description:

The President works closely with the school principal and the Vice President. Responsibilities include:

- Moderating monthly board meetings and three General Membership meetings per year.
 - Writing meeting agendas (from template) and sending them to the Secretary.
 - Representing the PTSA at school events and council meetings (sharing attendance with VP, Secretary, and Treasurer).
 - **Training:** PTSA-approved training is required. Council and state offer additional optional online training.
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Vice President *1 chair role open*

Description:

The Vice President serves as a bridge between committee chairs and the board.

Responsibilities include:

- Reporting updates from committees at monthly board meetings.
- Attending LW Council PTSA meetings (rotating with other executive board members).
- Participating in the annual board retreat to set yearly priorities.
- Awards Committee identifying and arranging PTSA awards for outstanding volunteers and staff.
- Supporting the President and other board members as needed.

- **Training:** PTSA-approved training is required.
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Treasurer *1 chair role open*

Description:

The Treasurer manages the PTSA finances, including:

- Running monthly financial reports.
 - Processing reimbursement forms and writing checks (co-signed by President or VP).
 - Supporting Financial Review activities in January and July.
 - Managing required state filings and liaising with the PTSA accountant for taxes.
 - **Training:** PTSA-approved training is required.
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Co-Volunteer Coordinator *2 chair roles open*

Description:

The volunteer coordinators manage PTSA volunteer engagement:

- Maintain the volunteer list and communicate opportunities.
 - Work with event chairs to fill volunteer needs.
 - Serve as the first point of contact for school staff needing volunteers.
 - Awards Committee identifying and arranging PTSA awards for outstanding volunteers and staff.
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Communications – Website *1 chair role open*

Description:

- Maintain and update the PTSA website with minutes, flyers, event information, and registration pages.
 - Field inquiries related to website, emails, membership, and PTSA events.
 - Work closely with FACE events to promote school community activities.
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Legislative Action / Advocacy *1 chair role open*

Description:

The Legislative Action board member liaises with council and state PTSA to:

- Monitor bills and legislation affecting school-aged children.
 - Brief the board on levies, bonds, or other education-related issues.
 - Share information about district info sessions.
 - Optional: contribute articles to the Mustang Report or Facebook posts.
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Sustainability *1 chair role open*

Description:

The Sustainability board member works with the school to identify and implement environmentally responsible practices.

- Shares best practices and initiatives from the LW Council Sustainability Group.
 - Encourages green and sustainable actions across the school community.
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Below are our **open Board and Volunteer positions** for the upcoming school year.

Art Night – Chair *1 chair role open*

Usual Time of Year: As scheduled (not every year)

Description: Works with teachers to display student artwork. Orders display racks from LWSD warehouse, completes building-use applications, and coordinates setup/cleanup with volunteers on event day. Can be combined with Reflections or restaurant fundraisers.

Celebrations Club (formerly Birthday Book Club) *1 co-chair role open, 1 filled*

Usual Time of Year: Ongoing

Description: Administers birthday book club. Collects/records payments (mostly via PTSA website), maintains participation reports for library staff, may create displays or labels, and coordinates birthday book distributions.

Fall Celebration *1 co-chair role open, 1 filled*

Usual Time of Year: Fall

Description: Coordinates volunteers, manages supplies, and supports event setup and cleanup.

Kiln Project *1 co-chair role open, 2 filled*

Usual Time of Year: Flexible

Description: Train interested parents for classroom kiln/ceramics projects. Maintain kiln calendar, purchase materials, and coordinate with teachers.

Lunch Helper Coordinator *1 co-chair role open*

Usual Time of Year: Ongoing

Description: Schedule volunteers for lunch service and coordinate with the kitchen manager. Send sign-up communications and manage volunteer group monthly.

Math Challenge *1 co-chair role open, 2 filled*

Usual Time of Year: Varies

Description: Administer monthly math challenges, track participation, grade submissions, and host Math Challenge night.

Moving Up Party (Co-Chairs) *2 co-chair roles open*

Usual Time of Year: End of Year

Description: Coordinate and organize the Moving Up Party, including setup, volunteer management, and event execution.

Nominating Committee *3 co-chair roles open*

Usual Time of Year: Ongoing

Description: Recruit and coordinate PTSA committee chairs and board members for the upcoming year.

Popcorn *1 co-chair role open, 1 filled*

Usual Time of Year: Monthly

Description: Run monthly Popcorn Fridays. Source popcorn (program under review), manage volunteers, count and deposit funds, and ensure cleanup.

Reflections *2 co-chair roles open*

Usual Time of Year: October–November (sometimes until Spring)

Description: Administer national art competition at Mead. Collect submissions, ensure contest compliance, arrange judging, submit advancing art, and organize optional reception.

School Pictures *1 co-chair role open*

Usual Time of Year: October

Description: Distribute school picture forms (provided by photographer) work with volunteers to keep classes on time for photographer for both individual and class photos as well as individual photo make up day (October and May).

Special Needs *1 co-chair role open*

Usual Time of Year: Ongoing

Description: Serve as liaison for students with disabilities. Support awareness events, coordinate communication, and ensure accommodations at school events.

Spring Social *2 co-chair roles open*

Usual Time of Year: Spring

Description: Plan and execute the Spring Social event. Manage volunteers, setup/cleanup, and activities.

Staff Appreciation *1 co-chair role open, 1 filled*

Usual Time of Year: Ongoing (monthly)

Description: Plan staff appreciation lunches, coordinate themes, manage volunteers, setup/cleanup, and communicate with school staff.

STEM Night *1 co-chair role open, 1 filled*

Usual Time of Year: Not set

Description: Support students presenting science projects. Coordinate displays, volunteers, and external science presenters.

Yearbook *2 co-chair roles open*

Usual Time of Year: Spring

Description: Manage yearbook committee, renew Treering account, assign editors, update staff, choose theme, and coordinate communications/advertising for sales and photo uploads.