

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

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).
- Overseeing PTSA-sponsored programs and activities.

Training: PTSA-approved training is required. Council and state offer additional optional online training.

Vice President

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.
- Supporting the President and other board members as needed.

Training: PTSA-approved training is required.

Treasurer

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.

Co-Volunteer Coordinator (2 positions)

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.
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Communications – Website / FACE

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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FACE (Co-Chairs)

Description:

FACE (Family & Community Engagement) team organizes community-building events, such as:

- Gingerbread House evenings
 - Pumpkin carving contests
 - Other family-centered events
 - The role is flexible and can scale with interest and availability.
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Legislative Action / Advocacy

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

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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Art Night – Chair / Alternate

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.

Awards Committee

Usual Time of Year: Spring

Description: Assist in identifying and arranging PTSA awards for outstanding volunteers and staff.

Celebrations Club (formerly Birthday Book Club)

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

Usual Time of Year: Fall

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

FACE-Managed Events (Gingerbread House, Ice Cream Social, Mariner's Game, Used Clothing Drive/Fair)

Usual Time of Year: Various – Fall/Winter/Spring

Description:

- **Gingerbread House:** Host Gingerbread Decorating Night. Students bring pre-made houses; PTSA provides candy. Set up, organize volunteers, and display houses in the school.
 - **Ice Cream Social:** Order ice cream, toppings, and supplies; coordinate setup, freezer space, and volunteers. Manage promotions and communications.
 - **Mariner's Game:** Liaise with the school and Mariners to set a date, process ticket requests, and distribute tickets to teachers for student delivery.
 - **Used Clothing Drive/Fair:** Liaise with donation centers, advertise, collect items, and organize sales.
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International Night (2 Chairs)

Usual Time of Year: Flexible

Description: Organizes school-wide cultural celebration. Volunteers set up information booths for countries, coordinate performances, and support food tastings.

Kiln Project (Co-Chairs)

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

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 of 3 open)

Usual Time of Year: Varies

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

Moving Up Party (Co-Chairs)

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 Chairs)

Usual Time of Year: Ongoing

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

Popcorn (1 of 2 Chairs Open)

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 (Co-Chairs)

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 Beautification

Usual Time of Year: Ongoing

Description: Maintain outdoor areas, tend seasonal flowers, remove debris, and support the school grounds.

Special Needs

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 (Co-Chairs)

Usual Time of Year: Spring

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

Staff Appreciation (Co-Chair)

Usual Time of Year: Ongoing (monthly)

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

STEM Night (Co-Chair)

Usual Time of Year: Not set

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

Used Book Fair (Co-Chairs)

Usual Time of Year: January

Description: Coordinate collection, organization, and sale of books with volunteers.

Yearbook (Co-Chairs)

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.