

# 2025-26 FGHS PTSA Committee Descriptions

The Felton Grove PTSA needs Chairs AND committee members for all of the committees below. If you are interested, please send an email to [fghsptsa@gmail.com](mailto:fghsptsa@gmail.com), by **Monday, July 21**, with the following information:

- Name
- Email Address
- Phone Number
- Committee you are interested in, and if Chair or member

## Communications:

**Description:** Provides important communications messages to our school community about upcoming events, activities, and school news throughout the year.

- Ensure that the Board/general meetings are advertised via website, FB, X, newsletter (if applicable), and /or principal messages.
- Create and publish communications to school website, event pages, email blasts, newsletter (if applicable), FB and X.
- Oversee communication between PTSA and the school community.
- Set up parameters with other committees for submitting information that needs to be marketed.

## Fundraising

**Description:** Raise funds to financially support the school and staff, allowing for better opportunities for your children's academic experience.

- Envision, organize and implement fundraising events. Work with the Board to decide on a fundraising goal.
- Work with the Treasurer and Board to meet the financial needs of events.
- Participate in fundraising activities as needed: solicit donations, request sponsorship, purchase goods to sell.
- Work closely with the Treasurer to document and track donations.
- Work with Communications to create "Push Posts", i.e. announcing how close to goal.
- Work with the Treasurer to send out donation letters with tax ID number for donations from businesses (including company matched donations) or for donations over \$500.
- Set up community alliance programs and monitor funds gained (Publix, Harris Teeter, etc.)
- Share information with Communications to get word out to parents.

## Hospitality

**Description:** Responsible for creating a warm, welcoming environment for school events and activities by organizing refreshments, decorations, and thoughtful touches that foster a sense of community. This committee plays a key role in supporting all staff, students and families throughout the school year.

- Coordinate and provide refreshments for staff appreciation events and selected school functions.
- Maintain a budget and ensure timely communication with volunteers.
- Coordinate Staff Appreciation days.

## Membership

**Description:** This committee is dedicated to building a strong and engaged school community by encouraging parents, teachers, students, and staff to join and participate in the PTSA. This committee plays a vital role in growing membership, promoting the benefits of PTSA involvement, and helping members feel connected and informed.

- Develop and implement strategies to increase PTSA membership throughout the school year.
- Create and distribute promotional materials (flyers, emails, social media posts, etc.) that highlight the value and impact of PTSA membership.
- Organize membership drives and incentives, especially at the start of the school year and during key events such as Meet the Teacher.
- Maintain accurate membership records and work with the PTSA Treasurer to collect dues.
- Welcome new members and provide them with information on how to get involved.
- Collaborate with other committees to promote membership during school and PTSA-sponsored events.

## Spirit Wear

**Description:** Responsible for promoting school spirit by organizing the design, sales, and distribution of spirit wear items such as t-shirts, hoodies, hats, and other branded merchandise. This committee helps foster a sense of pride and unity within the school community (Note: this is separate from Athletic/Booster spirit wear)

- Coordinate with vendor to select and design spirit wear items that reflect the school's identity and values.
- Update GiveBacks (formerly MemberHub) as needed.
- Organize and manage spirit wear sales, both online and in-person.
- Promote spirit wear through flyers, newsletters, social media and school events.

### **Audit** (required by NCPTA bylaws)

**Description:** The Audit Committee is comprised of no fewer than 3 members. The committee is responsible for the audits and financial reviews throughout the school year.

- Review and sign off on the bank reconciliation and budgeted/actual financial statements that expenses are within the approved budget.

### **Advocacy** (required by NCPTA bylaws)

**Description:** This committee is tasked with improving communications and relationships between school staff and families; educating families and caregivers on important issues related to the health and educational success of their children; and helping to make each child's potential a reality.

- Attend selected meetings with School Board Rep; report back to PTSA.
- Attend selected NCPTA and/or Wake PTA mtgs; report back to PTSA.
- Update the PTSA Board and members on items of interest and focus for our state and county.

### **Nominations** (required by NCPTA bylaws)

**Description:** The Nominating Committee is comprised of an odd number and no fewer than 3 members. At least 2 of the committee members shall be Board members and at least one committee member shall be a member of the PTSA who does not serve on the Board.

- Find future leaders to carry out the mission of PTSA.
- Select officer candidates to present to the general membership for election.

### **Reflections Art Program**

**Description:** The Reflections Committee shall organize and support the reflections arts program and follow rules and guidelines provided by NCPTA and National PTA.

- Advertise fall Reflections Art Program
- Collect/check artwork/judge artwork or arrange judges, supervise judging; send eligible artwork to county.
- Pick up artwork at county and return to artists.
- Purchase ribbons, make certificates, organize celebration event for participants.

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***You can be a member of more than 1 Committee!***

***If more than 1 person is interested in a Chair position, we encourage co-Chairs!***

***Please remember: the PTSA cannot run without volunteers.***

***We appreciate your support!***