

**CENTER FOR YOUNG CHILDREN  
UNIVERSITY OF MARYLAND  
PARENT TEACHER PARTNERSHIP (PTP)  
POSITION DESCRIPTIONS**

**Board of Directors (5 points)**

- Oversee the PTP operations to ensure fiscal responsibility including annual tax filing
- Hold two meetings annually to discuss state of affairs
- Nominate officers and oversee election process and results

**President (10 points)**

- Helps build a sense of community among CYC parents, teachers, staff and children
- Encourages parental involvement in activities
- Facilitates PTP meetings and activities
- Elicits feedback from parents, teachers, and CYC administrators as appropriate
- Works with CYC administrators/staff to accomplish CYC goals
- Listens to parent concerns and voices them to appropriate parties
- Keeps CYC parents informed
- Assists newsletter editor in producing newsletter

**Vice President (10 points)**

- Participates in PTP meetings
- Supports the President of the PTP in helping to build a strong CYC community
- Fundraising Coordinator
- Assumes specific projects or responsibilities as designated by the President
- Substitutes for the PTP President when necessary
- Works with coordinators on Giant BonusBucks and other fundraising programs

**Secretary (10 points)**

- Participates in PTP meetings
- Takes, produces and distributes minutes of PTP meetings
- Assists with production and distribution of newsletter
- Maintains PTP files
- Posts notices and reminders of meetings and events

**Treasurer (10 points)**

- Participates in PTP meetings
- Maintains and balances PTP financial records
- Helps coordinate the money-side of fundraising events (providing cash for cash box, depositing of checks, writing checks)
- Handles the receipt of checks or cash for social activities (e.g. the ice skating

- party)
- Pays bills incurred by PTP
- Works with the PTP to allocate funds appropriately

## **Historian (10 points)**

Given the transient nature of the CYC community, the Historian position was established to create and maintain notes and outlines for each past event in order to facilitate planning for any given event in subsequent years.

- Establish permanent files (located centrally in CYC building) for every PTP-sponsored event: International Dinner, Maryland Day, Fall Picnic, Garden Planting, etc.
- Maintain such files, including contacting event coordinators for handouts and materials involved in each event, as well as asking coordinators to complete survey/summary sheet on what worked and what should be changed.
- Meet once per year with PTP President to approve updates to files and to assist Executive Committee in planning for the year.
- If transitioning out of CYC, hand off all historical materials to new historian

## **Class Representative (10 points)**

The PTP solicits a volunteer from each classroom to be a Class Representative for the academic year. This position has the following responsibilities:

- Serves as liaison between the PTP and the class families.
- Attends the PTP meetings and report out on the classroom projects.
- Encourages parent involvement in classroom events and in PTP activities.
- Keeps classroom parents and teachers informed of issues/activities that the PTP is addressing.
- Elicits feedback from parents and teachers as appropriate.
- Helps coordinate special events planned by the teachers.
- Organizes parent volunteers for activities.

## **Fall International Picnic (10 points)**

Each fall, parent volunteers organize and staff a fall picnic that celebrates the internationality of CYC. The picnic consists of a potluck lunch, art and craft activities, and entertainment, like live music. Two chair volunteers plan the 3 hour Saturday afternoon event and recruit additional parent volunteers to help set up, staff, and clean up the picnic. Last year's chairs created a "How To" guide that describes in detail the steps to a successful event. Chairs can estimate about 5 hours of planning work and receive 5 points and volunteers receive one point per hour of service the day of the event.

## **Families Read (10 points)**

Assist the Assistant Director with rolling out the program, promoting it and in the designing and printing of the punch cards and certificates of completion.

## **Book Fair (10 points)**

- Be the point of contact with Scholastic.
- Advertise the fair so that everyone at CYC knows when it is happening.

- Coordinate volunteers to set up fair, be onsite during book fair hours, and break down the fair.
- Be available to answer volunteer questions during book fair hours (not necessarily onsite).
- Fill out financial form summarizing sales at end of fair.

## **Fall & Spring Teacher Appreciation Day (10 points)**

This is a day when the PTP provides breakfast and lunch for the CYC teachers as a token of appreciation for everything they do for our children. The duties for the chair(s) are:

- Elicit excitement among parents for teacher appreciation day.
- Send email to parents asking them to sign up to bring items. Past chairs have coordinated item donations and volunteer duties through [perfectpotluck.com](http://perfectpotluck.com).
- Send reminders regarding the day.
- Be present from 7:30-1:30 on the day of to receive donations, set up/clean up breakfast and lunch with the help of parent volunteers.
- Record points in the classroom point binders.

## **Family Nights Out (10 points)**

Family Night Outs are fundraisers at local restaurants where CYC families can socialize while supporting the CYC. The coordinator has the following responsibilities:

- Contacts local restaurants to organize events.
- Encourages CYC families to attend and keeps everyone updated about FNO dates.
- Collects payment and delivers to the CYC.
- Participates in PTP meetings.