

## RKA PARENTS ASSOCIATION EXECUTIVE BOARD COMMITTEES

- ADVERTISING & PUBLICITY – Liaison with local press to promote PA activities and events; coordinate marketing efforts; write and distribute PA newsletter.
- BUDGET & AUDIT (minimum of 2 persons needed) – responsible for:
  - Presenting budget accounting procedures for approval (to be voted on by the Executive Board).
  - Preparing a proposed budget for adoption by the membership at the fall (September or October) general membership meeting.
  - Ensuring with the Treasurer that income taxes are filed to maintain 501(c)(3) tax-exempt status.
  - Preparing an audit, with the help of the Treasurer, of the Association’s financial affairs in April; presenting a written or oral report at the May general membership meeting.
  - Presenting a written or oral review of the prior year’s budget for discussion at the May general membership meeting.
- COMMUNITY LIAISON – Liaison between the PA and the 50<sup>th</sup> Precinct, Community Board #8, and local elected officials on issues related to RKA; attend community meetings as scheduled.
- FUNDRAISING – Assist with developing and staffing fundraising events; attend fundraising events; solicit and coordinate volunteers; attend meetings as scheduled.
- HEALTH & SAFETY (2 persons needed) – Meet with principal and other administrative staff the first Wednesday of every month at 7:45 a.m.
- HOSPITALITY – Purchase refreshments for fundraisers, meetings, and other events as scheduled; coordinate and assist with fundraiser set up and clean up; maintain inventory of hospitality items in PA closet.
- MERCHANDISE – Sub-group of Fundraising Committee; responsible for spirit wear (maintaining and organizing inventory, ordering, selecting new items).

- MINI GRANTS – Distribute mini grant application to faculty and staff; collect and review completed applications; send notices to those whose grants have been approved; discuss results with principal; attend meetings as scheduled.
- SPECIAL EDUCATION REPRESENTATIVE - Liaison between parents and administration; bring concerns to Executive Board; attend meetings as scheduled.
- TECHNOLOGY – Responsible for maintaining and updating PA portion of school’s website; liaison with RKA IT contact; keep abreast of PA technology needs.

Want to help but aren’t sure what to do? Ask us!

If you’d like to join any of these committees or help in another capacity, please email the PA at [pa@rka141.org](mailto:pa@rka141.org). Along with your contact information, please include your name and your child’s name and grade.