

DISTRICT COMMITTEE REPRESENTATIVE POSITIONS

The general responsibilities of the representative are as follows:

1. Required attendance at Meeting held with District Administrators. Meetings are once per month and approx 1 hour; where you contribute to discussion and take notes.
2. Report information back to Your PTA at the monthly School PTA meeting. (Approx 1 hour)
3. Considered a member of the School PTA Executive Board, which entitles you to vote on any and all issues. Each committee has one vote. (*As per PTA Unit By-Laws)
4. All meeting Dates/Times are listed in the District Calendar.
5. Specific District Committee responsibilities are described below.

DISTRICT Committee	Description
Arts in Education	A district wide program which brings the Arts into the school in the form of music, drama, visual arts and literature. The reps, along with the Principal, research, plan and book school assemblies and grade programs through BOCES. Must follow procedure outlined by district and must work closely with PT A Presidents regarding budget & direction.
Board of Education	Attend BOE meetings, usually held on Monday evenings. Discuss issues/events pertaining to entire district. 1-2 meetings/month
Budget	Review adopted and Proposed district budget. Discuss budgeting issues pertaining to the district, town, county and state.
Community Awareness	Learn about & discuss issues pertaining to HHH community and how they might affect us.
Diversity	Discuss all programs that enhance diversity awareness into the schools. Help plan and host the Unity Fair in the spring.(Evening Meetings)
Education	Discuss issues regarding testing, enrichment, and college readiness at all grade levels.
Facilities	Discuss maintenance & capital projects pertaining to all HHH school district buildings and grounds.
Legislation	Discuss all legislative issues; attend Meet Candidate Night, Legislative Brunch and Lobby Day in Albany with Superintendent and Administration.
PR/Task Force	Help select and host Parent Educational Forums (bullying, study skills, etc) and participate in discussions of "hot topics" facing our children as they pertain to our district and our community.
Publicity	Responsible for and maintain your PTA Website. Also, may include contacting local news media re: events in your school. (Online meetings)
Special Events	Work on all district special events including Founders' Day Gala; ensuring flyers go out to your school, collecting money for tickets, and working on district community events like, "Hills Idol" – mostly evening meetings.
Transportation	Discuss all issues regarding our district transportation system. Organize your school bus driver appreciation day event. (Bag breakfast, thank you cards for elementary only)
Whole Health	Consists of former Nutrition/Allergy/Wellness committees. Discuss district issues and policies relating to all aspects of student health. Organize Health & Wellness Run/Fair.