



PTA Outreach Job Description

Voting Member of the Executive Committee

The PTA has committed to support the needs of all of our students so every child can feel included and accepted within our school family. Over time, we have proven to provide students and families with access to any and all daily needs that arise. The Outreach Chair works closely with the school administration and PTA President to support the students that need access to these services.

Here are just a few of the possible duties for which the Outreach Chair might be responsible:

- Establish a community outreach effort for the school by identifying opportunities to support students in need.
- Work with the school administration, counselor and PTA President to make sure that families in need have access to the support services the PTA can offer.
- Establish and recruit committee members to help with on-going committee assistance.
- Maintain a supply of school supplies, uniforms and other clothing for school staff to easily have access to when a child is in need.