



PTA Welcoming Chair Job Description

Voting Member of the Executive Committee

The Welcoming Committee is a vital part of our recruiting process to Forest Park Elementary. We continue to compete with several schools in the area for the greatest and diverse group of children, thus we push to welcome our families with open arms with events and information throughout the year.

The Welcoming Chair is responsible for the following, but not limited to, duties:

- Plan and execute the annual Popsicle Party for incoming Pre-K and Kindergarten families
- Provide up to date and relevant information about the school for prospective families
- Arrange and execute any family school tours that may arise
- Plan and execute all activities for LRSD Check Us Out Days
- Plan and execute the annual Ranger Round UP for prospective students who have registered to attend school in the fall.