

The room representative coordinator is a chairman or officer on the PTA unit executive board. The coordinator chairs a committee of representatives from each classroom or grade level in the school.

RESPONSIBILITIES

- Obtain a procedure book and other materials from one's predecessor or from the unit president. If no procedure book is available, the president should assist in organizing one.
- Meet with the unit president, the principal and classroom teachers (according to local procedures) to select parent representatives from each classroom or grade level. Questionnaires are a good source for discovering potential volunteers.
- Understand basic policies of the PTA, particularly the policy on "Working With the Schools" (Working with the Schools 1.3.4, 18). Additional information can be found in the National PTA *Annual Resources for PTAs*. These publications should be made available to the coordinator by the unit president and shared with room representatives.
- Secure from the school principal information concerning school and school district policies that affect parent involvement and participation in school activities: TB testing, fingerprinting, food service, classroom visits, classroom interruptions, transportation of students, etc.
- Plan an orientation get-together for room representatives at the beginning of the school year to provide
 - Job descriptions for room representatives;
 - A handbook or "how-to" booklet for each representative;
 - A calendar of scheduled events;
 - Information regarding school rules, policies regarding soliciting donations, etc.;
 - Tips for helping to promote hospitality; and
 - Suggestions for contacting and interacting with parents

The president and the principal should be invited to share additional information, to answer questions, and to lend their support in encouraging room representatives to become active and involved.

TIPS

- Encourage grade level meetings (with the approval of the principal and the executive board) – at school or at a home, daytime and/or evening – to inform parents of school and PTA activities.
- Share the committee's activities and the special needs of families in the school community with the executive board.

- Bring motions to executive board/association to sponsor classroom activities if funded/sponsored by PTA.
- Cooperate with committees, such as hospitality and membership, to determine how room representatives can best volunteer their services.
- Understand the role of coordinator in encouraging room representatives to be proud of their contributions in helping to strengthen PTA.
- Create a calendar of PTA and school activities.

HELPFUL INFORMATION

Collect names and contact information (address, phone, e-mail) for the following people to provide to room representative:

- Room representative coordinator
- PTA president
- School principal
- School secretary
- Classroom students and parents
- Teachers (room numbers and grade level)
- Other room representatives

Reminder: All information is for PTA use only and must be kept confidential.

03/2004