

Room representatives are parents and guardians from a particular class or grade level who serve as a liaison or contact person for that classroom. They are encouraged to be members of the local PTA, but they do not serve on the executive board. The room representative coordinator (chairman) represents them on the executive board.

### **RESPONSIBILITIES**

- Help build friendly relations among parents from that classroom or grade level.
- Work effectively with the classroom teacher(s).
- Encourage teacher(s) and parents to develop a “team effort” to foster communications and cooperation between home and school.
- Interpret and promote the work of PTA within the school and the community.
- Be enthusiastic, and demonstrate to parents and teachers that PTA involvement creates excitement and a sense of accomplishment for everyone.

### **DUTIES**

- Work closely with the room representative coordinator or other designated board members.
- Make an appointment to meet with the classroom teacher(s) to become acquainted and to offer assistance, if needed, with classroom projects, field trips, celebrations, etc.
- Attempt to contact the parents of all students in the classroom(s), either by telephone, letter or e-mail. Personal contact is vital in helping parents become involved and in making them feel welcome.
- Encourage members to participate in and help with school and PTA activities: study groups, parent orientation meetings, health examinations and immunizations, library functions, school volunteers, legislative action, and other PTA programs and projects.
- Prepare a file containing parents’ names, addresses, telephone numbers and other pertinent information for PTA use only. In some instances, school district records may be open for PTA to use. In others, information may be obtained from teachers and/or parents. In either case, the information must be kept strictly confidential.
- Set up a telephone or e-mail tree, so that each parent is responsible for calling or e-mailing other parents to advise them of PTA and school activities and events.
- Assist with PTA membership enrollment or with hospitality, as requested.

### **PREPARE**

- Meet with the room representative coordinator to learn the association’s work plan for room representatives.
- Understand the unit’s goals and plans for the year.
- Become familiar with the policies and Purposes of the PTA
- Understand the school district policies regarding TB testing, fingerprinting, food service, classroom visits, classroom interruptions, transportation of students, etc.
- Reinforce the objectives of the classroom teacher(s), assisting in activities as requested and promoting a positive attitude for PTA projects.
- Participate in PTA, not just as a voice on the phone or an e-mail sender, but as a member who values the work of the organization on behalf of children and youth.
- Keep in touch with the coordinator and other PTA officers and chairmen to share ideas and suggestions for improving interpersonal relations and team building.

### **SPECIAL INFORMATION THAT WOULD BE HELPFUL**

The following names, addresses and telephone numbers should be used for official PTA activities only and must be kept confidential:

- room representative coordinator
- PTA president
- school principal
- school secretary
- classroom students and parents
- other room representatives

A list of classroom teachers (room number and grade level).

A current calendar of PTA and school activities.

A copy of any school/school district policies regarding parent involvement and participation in school activities

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