



Room Rep

ROLE DETAILS



You are a GREAT candidate for this role if you are organized, self-motivated, and great at bringing people together. Room Reps are primarily responsible for organizing classroom meetups and communicating PTA news and events via email, though they'll be supporting the classroom teacher with three classroom parties too!

---> Candidates for this role must agree to the following responsibilities:

- **Attend + present at your classroom's curriculum night**
 - Introduce yourself, collect parents' contact information, and share information about classroom party fund and PTA membership (materials for this will be provided).
 - NOTE: curriculum nights are adults only
 - Westbrook 9/8 6:30-7:30pm
 - Glen Grove 9/1 6:30-7:30pm
- **Clearly communicate REGULARLY with other parents in the classroom via email**
- **Organize dates/times/locations for park meetups, and, invite the whole classroom**
- **Organize a time to connect with the other Room Reps in your grade, socially**
- **Share PTA announcements via email with the classroom throughout the school year**
- **Support your classroom teacher with three parties per year**
 - Plans and materials will be provided to everyone by PTA
 - Your role does not require you to create a party plan OR purchase materials
 - It is not confirmed how parents will participate with classroom parties this year (number of people allowed, etc). Details should be available soon.
 - Room Reps do not have to LEAD the classroom party, however, they can if that's what they discuss with the teacher. Room Reps and teachers decide together how the party plan will be carried out.
- **Most importantly, bring a positive and flexible attitude. Let's have fun!**

Spots Already Filled? Check out our PARENT TEAMS!



Room Rep

MONTHLY DUTY OUTLINE



AUGUST

Introduce Yourself At
Curriculum Night
Collect Contact Info

SEPTEMBER

Organize A Park Meetup
Share Fall PTA Calendar
Manage Teacher Favorites Form

OCTOBER

Help Promote PTA Food Drive
Meetup With Other Room Reps
Help Teacher With Halloween Party

NOVEMBER

Help Promote Holiday Helpers
Share Teacher Favorites Form

DECEMBER

Help Teacher With Winter Party

JANUARY

Share Spring PTA Calendar
Meetup With Other Room Reps

FEBRUARY

Help Teacher With Valentine Party

MARCH

Help Promote PTA's Read
Across America Event

APRIL

Organize A Park Meetup

MAY

Help With Teacher Appreciation