



Mercer PTSA 6-15-435

## **TEACHER/STAFF APPRECIATION CHAIR JOB DESCRIPTION**

The teacher/staff appreciation chair is a member of the PTSA board of directors. With approval from the executive committee, the teacher/staff appreciation chair is appointed by the president. The term of this position is one year, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. A commitment of at least two terms is preferred.

### Duties and Responsibilities

- Lead the efforts in planning and implementation of the annual teacher/staff appreciation activities, approved by the board of directors. The current year's outline is noted below
- Draft messages requesting volunteers to assist with appreciation activities and send to the secretary for disseminating
- Coordinate with the front office staff to confirm space in the school
- As the adopted budget allows, purchase items needed for appreciation activities and request reimbursement or complete a check request form. In addition to the appropriate [form](#), submit invoices/receipts to treasurer
- Seek donations (or coordinate volunteers to do so) of food, beverage or raffle items
- Manage volunteers and logistics of delivery, set-up, service and clean-up
- Make recommendations on changes to schedule of appreciation activities and adapt the current schedule as needed, keeping the board apprised of notable changes
- Report on appreciation activities at regular PTSA meetings or by email to the board
- Attend at least four PTSA board meetings per year and the annual board retreat, if possible
- Pass all pertinent materials on to the teacher/staff appreciation chair successor, including a current list of items needed for purchase and any detailed notes

### Outline of Appreciation Activities

- On the Tuesday in September prior to the start of school, serve lunch to Mercer teachers and staff in the staff lounge at 11:30 a.m.
- Provide donuts and coffee on Monday of Appreciation Week (the first week of May) and serve lunch on Wednesday of that week to Mercer teachers and staff. Set up in the staff lounge on both days.
- Host after-school lawn bowling social for teachers and staff during appreciation week at [Jefferson Park Golf Course](#).
- Beautify staff bathrooms twice per year with fresh flowers and art and stock with nice soap and lotion.