**Royal Oak Middle School PTSA Committee Descriptions, updated 6/19/2020**

**Book Fair:** Coordinate one or two book fairs per year with Scholastic. The book fair is open daily before school and during the day for English classes to attend. The Chairperson will send information about the fair to the ROMS families and staff, set up the book fair, sign up volunteers to run the book fair daily, balance the book fair monies and break down the book fair at the end of the week. Book fair earnings can be used to purchase books and supplies to help stock the school and/or classroom libraries under the direction of ROMS administration.

**Dawg Walk:** This is the only fundraiser of the year due to our commitment to not sell items. These chairpersons are responsible for coordinating annual Dawg Walk at the beginning of each school year. Works to procure food and volunteers to work picnic. This committee should be in place by May of the preceding school year. Works in coordination with Principal.

**8th Grade Celebration:** Responsible for coordinating the details of the 8th grade breakfast, dance and promotion ceremony, including, but not limited to; theme, music, food, entertainment, ticket sales, etc.

**Diversity, Equity & Inclusion:** Share resources to continue to understand and embrace the uniqueness of all individuals, appreciating that each contributes a diversity of views, experiences, cultural heritage/traditions, skills/abilities, values and preferences.

**Green Team:** Deliver continuing education materials to parents and students at PTSA meetings and events about green ideas. Works on school projects as needed or requested by administration. Investigate and submit requirements to apply for certification through MI Green Schools program. <http://www.michigangreenschools.us/>

**Health & Welfare:** Provide the ROMS PTSA community with information to help raise healthy middle school students. Work with ROMS staff to keep snacks available in the office for students who may need them.

**Nominating Committee:** Chaired by the members-at-large. Committee should form in January/February and consist of 3-5 members, responsible for recruiting members to open officer and committee positions for the following school year.

**Reflections:** The PTA Reflections Program provides opportunities for students to express themselves and to receive positive recognition for their artistic efforts. Thechairperson is responsible for coordinating and promoting the PTSA Reflections fine art program in the building, working with the PTSA Council chair to determine due dates. Anonymous judges will decide the winners in each category and submit the winners to the state level.

**Scholarship:** The Donald Curie PTA scholarship is given to Royal Oak High School students who have demonstrated excellence in scholarship, a commitment to community service, and have need in meeting postsecondary education financial obligations. The Chairperson attends all meeting of Scholarship Committee as scheduled by the PTSA Council and reads 20-30 applications, ranking them according to a rubric provided.

**Spirit Wear:** Newly designed spirit wear is available every year. The Chairperson will design the artwork for the spirit wear (the final art can be done by the chairperson or a designer can render the design), send out communication when the online store is open, organize orders and deliver the spirit wear to the classrooms.

**Staff Appreciation:** The Chairperson coordinate staff appreciation activities by communicating information to families and ask for volunteers. These include, but are not limited to, lunches/dinners for the staff on conference days and staff appreciation week.