

Room Representative

Parents and guardians from a particular class or grade level who serve as a liaison or contact person for that classroom are room representatives. They are encouraged to be members of the PTA but they do not serve on the executive board. The room representative coordinator 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 the 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 member;
- 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 either by telephone, letter or e-mail. Personal contact is vital in helping parents get involved and in making them feel welcome;
- Encourage members to participate in and help with PTA activities: study groups, parent orientation meetings, library functions, school volunteers, legislative action and other PTA programs and projects.