

COMMITTEES

Committees are the working machinery of the PTA that plan and promote its activities. Each committee is headed by its appointed or elected “chair” based on their qualifications for the committee’s field of work. It has a definite function and is subject to the control and direction of the PTA. The work and goals of the PTA determine the number and nature of the committees necessary. Refer to the Bylaws and Standing Rules for specific information about committees and the selection of committee chairs.

A terrific way to recruit new volunteers is through committees which are critical to the success of PTA. They provide an opportunity for individuals to do the work best fit for them. Members develop a sense of worth and personal satisfaction as they contribute to the total work of the PTA. Committee chairs are responsible for appointing their committee members with the approval of the Board of Directors.

Committees work effectively on many tasks. The procedures are informal, allowing individuals freedom to discuss and make greater contributions. Create an open, relaxed, and supportive environment. The size of the committee shall be small enough to allow for greater efficiency and flexibility and large enough to complete the task. In some cases, the Standing Rules specify the number of members on a committee.

A committee only has the authority that it is specifically given. Committees do not function as separate groups but are part of the PTA and must operate within the framework of PTA Bylaws, policies, and procedures. All projects and activities must have the approval of the Board of Directors and the PTA in advance.

Standing Committees perform work in specific areas continuously throughout the year. **Special Committees** perform work for a specific short-term purpose and cease to exist upon completion of the work. The following is a short list of committee suggestions, although a PTA may have other committees not listed.

COMMITTEE EXAMPLES

Advocacy Committee provides members with information about current legislative issues to foster effective participation in local, state, and national government; presents the PTA position on proposed laws that affect the education, health, and well-being of children to legislators at all levels; and works with other groups with similar interests. Visit [PTA.org/local-leader-kit/mission/advocacy](https://pta.org/local-leader-kit/mission/advocacy) and LouisianaPTA.org/advocate for further details.

Budget Committee develops the PTA budget. The Treasurer acts as the chair. Two or more additional members are elected or appointed according to the Bylaws. The committee studies the previous year’s budget and Treasurer’s reports to determine how well the budget met the unit’s needs. Next, they determine the projected financial requirements, considering the funds needed for programs, projects, and leadership development, and develop the proposed annual budget. PTAs are not fundraising organizations, but rather are educational advocacy organizations. PTA’s major emphasis shall be on informing and educating members on issues related to children. The Treasurer must submit the budget to the Board and General Membership for approval. The committee may meet at various times during the year to determine if budget changes are necessary. Changes may only be made by amendment at a General Membership meeting. It is recommended that notice of such pending action be given prior to the meeting date. Learn more at LouisianaPTA.org/treasurer and [PTA.org/local-leader-kit/finance](https://pta.org/local-leader-kit/finance).

Bylaws Committee reviews and revises the LAPTA Bylaws Template, noting the last approval date by LAPTA stamped on the cover page. Bylaws must be reviewed, updated, and submitted to LAPTA for approval every three years. LAPTA Bylaws guidance is available at LouisianaPTA.org/bylaws.

Communications Committee keeps the members and school families apprised of the PTA work and how they

can play a part. This committee creates public awareness, understanding, recognition, and support of PTA goals and programs. Find tips and best practices to effectively share messages with fellow PTA members, school staff and administrators, community members, and the media at [PTA.org/local-leader-kit/communications](https://www.pta.org/local-leader-kit/communications).

Reflections/Cultural Arts Committee emphasizes the benefits of arts education in the school and community. Members encourage participation in and administer the Local Unit Reflections Program and oversee other arts programs introduced by LAPTA. Find more information at [PTA.org/home/programs/reflections/artsedtools](https://www.pta.org/home/programs/reflections/artsedtools) and LouisianaPTA.org/arts-education.

Diversity, Equity, and Inclusion (DE&I) Committee works to build an organization that recognizes diversity and values differences and similarities among people through its actions and accountability. These characteristics include age, ethnicity, gender, language, culture, and socioeconomic status, among others. PTAs genuinely represent their communities when they respect differences, acknowledge shared commonalities uniting their communities, and develop meaningful priorities based on that knowledge. PTAs gain strength when they fully represent their communities through increased volunteer and resource support. Visit [PTA.org/home/run-your-pta/Diversity-Equity-Inclusion](https://www.pta.org/home/run-your-pta/Diversity-Equity-Inclusion).



Education Committee focuses on the enrichment and policy of education. It provides opportunities for students to enhance their knowledge, develop learning skills, and access other education needs. It advocates in the community on the issues that affect students' education, achievement, and school success. Visit [PTA.org/home/family-resources](https://www.pta.org/home/family-resources) and [PTA.org/home/run-your-pta/how-we-pta/access-to-opportunities](https://www.pta.org/home/run-your-pta/how-we-pta/access-to-opportunities).

Family Engagement Committee helps strengthen, support, and sustain the involvement of families in the lives of their children. Families are the essential ingredient to ensure a high-quality education for every student. Decades of research shows that family engagement matters for student success. Students whose families are engaged are more likely to attend school, avoid discipline problems, achieve at higher levels, and graduate. Family engagement also helps schools. Research suggests it is equally as important as school leadership and a rigorous curriculum in school improvement. Learn about PTA's guiding principles of the 4 I's (Inclusive, Individualized, Integrated, and Impactful) of transformative family engagements at [PTA.org/the-center-for-family-engagement/about#fouris](https://www.pta.org/the-center-for-family-engagement/about#fouris) and [PTAs Leading the Way on Transformative Family Engagement](https://www.pta.org/PTAs-Leading-the-Way-on-Transformative-Family-Engagement).

Financial Resources Committee secures financial support for PTA programs through fundraising, sponsorship, donations, and grant submissions. The plan of work is based on the unit's goals with educational, social, or recreational value while reflecting the PTA's high principals. Information on appropriate fundraising is at [PTA.org/local-leader-kit/fundraising/mission-driven-fundraising](https://www.pta.org/local-leader-kit/fundraising/mission-driven-fundraising).

Healthy Lifestyles Committee educates parents about the physical, mental, and emotional health needs of children. Members of the committee offer educational resources and engagement opportunities that empower students and families to make better informed health decisions. It is the shared responsibility of families, schools, and communities to develop the "whole child." Together, they can ensure that every child is healthy, safe, engaged, supported, and challenged. National PTA publishes information on their Healthy Lifestyles initiative at [PTA.org/home/programs/Healthy-Lifestyles](https://www.pta.org/home/programs/Healthy-Lifestyles) and [PTA.org/home/run-your-pta/how-we-pta/social-and-emotional-well-being](https://www.pta.org/home/run-your-pta/how-we-pta/social-and-emotional-well-being). Learn more about PTA responses to food insecurity at [PTA.org/home/run-your-pta/how-we-pta/addressing-food-insecurity](https://www.pta.org/home/run-your-pta/how-we-pta/addressing-food-insecurity).

Student Involvement & Leadership Committee gives the student population the opportunity to gain experience and knowledge about leadership, advocacy and the legislative process, philanthropy, and PTA values and goals. Learn more about Student Involvement at <https://www.pta.org/home/run-your-pta/ptsa-resources>.

Hospitality Committee develops a spirit of friendliness among members and others who may attend meetings; assists in discovering special talents and interests among members; assists in organizing special events and fosters a feeling of belonging among members. Members of the committee help to create a board that works as a team; and show children by example how teamwork can make their world a better place. Read more about transformative engagement at [PTA.org/local-leader-kit/leadership/lead-the-pta-way](https://pta.org/local-leader-kit/leadership/lead-the-pta-way).



Male Engagement Committee focuses on the importance of fathers and father figures in the success of our children. Increased involvement of men (including single fathers, non-custodial dads, home-schooling dads, custodial grandparents, and other concerned relatives) in their students' education causes student grades and test scores to improve, attendance to increase, and more student involvement in school activities. Father involvement is associated with children's better socio-emotional and academic functioning. Find a good starting point at [Supporting-multicultural-membership-growth/Male-Engagement](https://pta.org/supporting-multicultural-membership-growth/male-engagement) and the "[ABCs of Male Involvement Handout](#)."

Membership Committee builds an informed and active membership of the PTA. A growing and engaged membership is the foundation for achieving PTA's mission to make every child's potential a reality. Committee members are responsible for the year-long membership campaign that includes seeking out and involving people who may not have considered joining the PTA. Visit [PTA.org/local-leader-kit/membership](https://pta.org/local-leader-kit/membership), [PTA.org/home/run-your-pta/membership-resources](https://pta.org/home/run-your-pta/membership-resources), and [LouisianaPTA.org/membership-tools](https://louisianapta.org/membership-tools) for details to help guide this mission.

Nominating Committee has the important job of nominating candidates, which determines the course of the PTA in years to come. The Bylaws indicate when the committee is elected and the number of members who will serve. Any member of the PTA may be elected to the committee except the President. Committee members shall be informed, active, interested, and consider the welfare of the PTA above all else. The committee shall select the best qualified candidate possible for each office to be filled. Serving on this committee does not prevent a member from being chosen as a nominee. Guidance is provided at [LouisianaPTA.org/bylaws](https://louisianapta.org/bylaws).

Program Committee plans engaging, educational and fun opportunities that inspire, recognize, and impact all students and their families. National PTA provides in-depth toolkit guidance for local units to host age and grade level programs in-person and virtually. Discover more about them at [PTA.org/home/programs](https://pta.org/home/programs). Find inspiration from programs hosted by PTA units at [PTA.org/home/run-your-pta/how-we-pta#howwepta](https://pta.org/home/run-your-pta/how-we-pta#howwepta).

Room Representatives Committee serve as a liaison for the classroom and provide a personal contact between the PTA, parents, students, and teachers. This promotes the fourth Purpose of PTA which is to bring home and school into closer relation, so that parents and teachers may cooperate intelligently in the education of children and youth. The *Room Representative Coordinator* represents the group on the Board of Directors.



Teacher Appreciation Committee recognizes and celebrates teachers for their contribution to children and honors their dedication and passion for teaching children during Teacher Appreciation Week -- the first full week in May. National PTA provides new Toolkits each year to assist local units in celebrating their teachers – find them at [PTA.org/home/events](https://pta.org/home/events).

Other committees might be Volunteer, Website, Handbook, Library, and more.