**Cider Mill PTA Job Description**

Reflections

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| 2016-17 | Emily Galligan | emgrill@yahoo.com |

**Overview:**

In this role you will be responsible for coordinating the National PTA Reflections Program at Cider Mill. You will need to communicate information about the program to the CM families. You will need to use the school newsletter, Hot Cider, and other forms of electronic media. You will be responsible for gathering student entries; mounting entries for display in the library and for the judging process; assisting with the Reflections reception in the Wilton Library; returning entries to students.

The role is overseen by a Reflections Chair for the town and we work in conjunction with the chairs of other schools.

**Time Line:**

**Mid October:** First meeting. Representatives from all Wilton schools meet to discuss the program and key dates/deadlines. There is a PTA Council Reflections leader familiar with the program who can be relied on for information and support.  The PTA Council representative calls this meeting, provides a timeline for submissions and judging, and provides supplies (including posters and other communication pieces).

**Late October:** Kick off!Contact Principal to advise of schedule; draft and submit Hot Cider newsletter submissions and coordinate adding forms to websites (PTA and Just Between Friends). The PTA Council prepares posters and handles press releases. Hang these posters around the school (in the stairwells, hallways but not on the mural paintings).  Leave a box for submissions by the bench outside the school office.

**December:** Continue presentations; field questions; and retrieve submissions weekly.

**Early January:** Entries are collected and posted at Wilton Library. By mid-January judging takes place. (PTA Council handles solicitation of judges.) Non-visual entries are passed on to the PTA council. The photography and visual entries are displayed at the Wilton library along with the reps from other schools.  Set up takes approximately 2 hours one morning (schedule set by PTA Council rep).  Open House/Awards Ceremony is one evening in mid- January where you are requested to attend to help with reception.

At end of month, breakdown the exhibit at Wilton Library (takes approximately 1 hour) and return submissions to participants by coordinating with the school office (in the past they have allowed us to leave the submissions with the office).

**Ongoing**: Attend PTA meetings. Give updates as appropriate.