

EEMS PTA Open House Committee

Position Description	<ul style="list-style-type: none">• Chairperson will coordinate 4-6 volunteers to staff the PTA table at the EEMS Open House from 1 to 7 p.m. Open House is a key time to introduce the EEMS community to the PTA, the benefits of joining, and gaining new PTA members.• Chairperson will coordinate provision of lunch for teachers.
General Dates Needed	Open House is usually held the Wednesday the week before school starts. The tentative date for the 2016-2017 school year is August 24.
Volunteers Hours (estimated)	8 hours (2 hours preparing for the Open House and coordinating volunteers; 6 hours staffing the event)
Budget	\$0
Recommended # of Committee Volunteers	4-6 volunteers to staff the table Additional volunteers to provide food
Key Staff Contacts	Principal
Additional Info	Lunch is usually set up from 2 to 3 p.m.