



PARENT VOLUNTEER ASSOCIATION

## **PVA Committee Chair and Coordinator Descriptions**

**Pursuant to the Handbook of the  
Parent Volunteer Association of  
North Raleigh Christian Academy**

### **Available Committee Chair and Coordinator Positions:**

After School Café Chair  
Armory Chair  
Back to School Reception Chair  
Book Fair Chair  
Grade Level Coordinators (K-12)  
Hospitality Closet Chair  
New Family Welcome Chair  
New Parent Coffee Chair  
Retail and Redemption Chair  
Staff Appreciation Buffet Chair  
Supply Packs Chair

### **Chair Appointment/Eligibility:**

Standing and special committee chairpersons are appointed for a one year term and are eligible to serve up to two consecutive terms in the same position. In the event a new chairperson is not appointed for the subsequent school year, the existing chairperson is eligible to be appointed for an additional term as stated forth in these guidelines. Committee chairs shall be appointed by the Executive Officers with approval from the Administration's Designees.

## **Committee Chair Descriptions:**

**After School Café Chair**      The After School Café Chair shall oversee the staffing of volunteers who will supervise students, the purchase of goods, and the reconciliation of funds.

<b>Armory Chair</b>	The Armory Chair shall be responsible for overseeing the daily operation of the school store, including coordination of staffing volunteers to open and close the store daily, maintaining the stock, setup at some of the home NRCA varsity football games, and assisting the PVA Treasurer with reconciliation of daily sales. This chair shall recruit, train, and schedule the volunteers.
<b>Back to School Reception Chair</b>	The Back to School Reception Chair shall be responsible for the food table at the receptions held during Kindergarten Parent Orientation, Elementary Open House, and Middle and High School Open House. This includes planning and purchasing the food, drinks and paper products as well as decorating the food table.
<b>Book Fair Chair</b>	The Book Fair Chair shall work in cooperation with the Media Specialist in overseeing volunteers and staffing of the School Book Fair. The Media Specialist shall select a vendor and work with the PVA & Alumni Services Director to schedule the date of operation. Tasks may include, but are not limited to, coordinating setup, helping students with selection, and assisting with the sale and fulfillment of orders.
<b>Grade Level Coordinators</b>	The Grade Level Coordinator is the primary liaison between the PVA and the grade level lead teachers. The coordinator will distribute PVA and other pertinent grade level information to the Middle School and High School parents directly and the Elementary parents via the room parents.
<b>Hospitality Closet Chair</b>	The Hospitality Closet Chair maintains the supplies needed for receptions and school events. This chair will receive and fill requests and be responsible for ensuring that borrowed items are returned in the appropriate time and in proper condition.
<b>New Family Welcome Chair</b>	The New Family Welcome Program Chair shall be responsible for organizing this program as a way of welcoming new students and their families to North Raleigh Christian Academy. The chair shall work with the Principals in the development of the program at each grade level.
<b>New Parent Coffee Chair</b>	The New Parent Coffee Chair shall be responsible for organizing the refreshments and decorations for a spring coffee for parents of students newly accepted at NRCA. This chair shall work with the Parent and Alumni Services Director in regards to the invitations for the new families.
<b>Retail and Redemption Chair</b>	The Retail and Redemption Chair shall be responsible to the NRCA community for the publicity and management of the Retail and Redemption Programs, including, but not limited to, grocery store links, box tops, and Target cards.
<b>Staff Appreciation Buffet Chair</b>	The Staff Appreciation Buffet Chair shall organize the events, make arrangements for food and decorations, and the preparation and distribution of invitations. The chair shall assign volunteer duties and supervise the event, making sure service runs smoothly. The chair shall be responsible for all setup and cleanup.
<b>Supply Packs Chair</b>	The Supply Packs Chair is responsible for coordinating grade level supply lists from lead teachers for administrative approval, distributing and collecting order forms for grades 1-8, reconciling orders and submitting final order to vendor.

# Attachment I PVA Organizational Chart

