**FalkTalk Newsletter:** Editors take the submitted articles, provide editing expertise, and produce a bimonthly newsletter that serves as one of the PTA’s main communication vehicles.

**Room Parent Co-Chairs (2):** Ensure that there are two room parents for each classroom by mid-September, serve as the first branch of the telephone tree for school closures (weather, etc.), serve as contact point for Spring Carnival parent assignments, and other duties as individual teachers may request.

**Handbook/Directory:** Along with Falk administrative staff, assure timely completion & distribution of the annual Falk Directory.

**Falk Fund Trustee (3):** Manage the Falk Fund and determine its utilization (trustees should optimally have banking and/or legal backgrounds).

**Library Co-Chairs (2):** Ensure that there are library volunteers for the primary grades to help out Falk librarian with biweekly class library visits (classroom volunteers help with book selection and check-out). Also, send gift book letters and gift book thank you notes. Other responsibilities, as requested by Falk librarian.

**Fundraising Chairperson:** Oversee/assist Falk PTA fundraising activities (e.g., Giant Eagle, box top fundraising, ink cartridge recycling, etc.).

**Gift Wrap:** Oversee annual Sally Foster Gift Wrap activities.

**Holiday Gift Shop:** Oversee the annual Falk Gift Shop. Includes purchasing, identifying volunteers to staff, set-up, clean-up, and accounting.

**Carnival:** Oversee all aspects of the annual Falk Spring Carnival. This is a 2-3 year-commitment. Subcommittee volunteers are always needed, as well – (games, raffle, bake sale, etc.)

**Interpretations:** Serves as another resource to parents who have questions/concerns – after parents have spoken to home room teachers, and before contacting the School Director.

**Technology:** Committee addressing Falk’s technology needs.

**New Parent Representative:** Plans and implements fall new family welcome, serves as contact person for new families with questions or suggestions, provides following year’s new families with invitation to Carnival/complementary tickets via Carnival Chairperson.

**Multicultural Picnic Chairperson:** Plans and implements annual multiethnic picnic, including location selection, communications, and entertainment.