

MCCPTA Spring Training – Leadership Skills Spring 2012

Cluster Coordinators & Area Vice Presidents: What Do I Do?

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The **Area Vice Presidents** work with MCCPTA Cluster Coordinators to support local PTAs, to keep MCCPTA informed of local activities and issues, and to seek active involvement from local PTAs in the Montgomery County Council of PTAs.

Cluster Coordinators monitor and coordinate the interests, concerns and actions of the PTAs of a high school and its feeder schools, and serve as a liaison to MCCPTA and MCPS. Cluster Coordinators contact the PTA President of each PTA within a cluster monthly, usually by phone. Cluster Coordinators maintain a close working relationship with the Area Vice Presidents.

(from BOD Guidebook)

- A. Area Vice Presidents (AVPs) and Cluster Coordinators (CCs) represent a designated Area and Cluster, respectively
- B. AVPs and CCs are on the Board of Directors of MCCPTA
 - Meet first Thursday of each month at 7:30 p.m., Carver Educational Services Center
 - Each Cluster gets one (1) vote; CC's may rotate who attends meetings of all may attend meetings
 - Each AVP gets one (1) vote
- C. AVPs and CCs represent their Area and Cluster at the Delegates' Assembly (DA)
 - Held 4th Tuesday of each month at 7:30 p.m., Carver Educational Services Center
 - Each PTA is allowed three (3) votes at the DA
 - Each AVP and CC gets one (1) vote
- D. Area & Cluster Organization & Responsibilities
 - Area/Cluster meetings
 - Area/Cluster activities
 - Support PTAs and encourage involvement
 - Represent PTAs, Cluster, and Area in county meetings



AVPs & CCs (from BOD Guidebook)

- **Area Vice Presidents**

The Area Vice Presidents work with MCCPTA Cluster Coordinators to support local PTAs, to keep MCCPTA informed of local activities and issues, and to seek active involvement from local PTAs in the Montgomery County Council of PTAs.

Area Vice Presidents promote countywide perspectives on education and bring countywide information to the cluster coordinators, who, in turn, communicate regularly with PTA presidents. They will, when necessary, support the work of the cluster coordinators and PTA presidents in areas that may deal with access to the expertise and knowledge of MCPS staff, respond to questions or concerns regarding MCPS or MCCPTA initiatives, and will aid in the design of appropriate programs on education at the cluster level.

The Area Vice President will ensure that the local unit PTA executive committee lists reach the MCCPTA office for inclusion in the Bluebook and in the mailing list sent to Maryland PTA.

Ongoing Responsibilities:

- a. Hold monthly meetings with cluster coordinators.
- b. Meet with the area's Community Superintendent.
- c. Be familiar with the organization and functions of the MCPS in order to serve as "access facilitator" for cluster coordinators, the local PTAs and parents.
- d. Serve as a resource to cluster coordinators and local PTAs.
- e. Assist in establishing new PTAs.
- f. Work with local PTAs by reviewing bylaws, assisting PTAs experiencing organizational problems and installing officers.
- g. Participate in the parent involvement training sessions.
- h. Attend MCCPTA Board of Directors meetings and Delegate Assemblies.
- i. Communicate with MCCPTA elected officers especially the President and Vice President's regarding activities, concerns and issues.
- j. Submit articles for Spotlight.
- k. Monitor Board of Education meetings and County Council Education Committee meetings.
- l. Attend other meetings as requested.

- **Cluster Coordinators**

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Cluster Coordinators may organize meetings with the representatives of cluster PTAs. Cluster Coordinators may testify before the Board of Education budget hearings (both Operating and CIP) and should coordinate budget testimony before the County Council. Cluster Coordinators are expected to work as problem solvers, addressing problems and concerns before they reach crisis proportions. The MCCPTA Training Committee may be requested to provide additional training, resources, and support for the work of the cluster coordinators. As a Board of Directors member, a Cluster Coordinator has all the responsibilities of a member listed on page three.

- **Guidelines for Cluster Coordinators**

Cluster Coordinators can work within their cluster in a variety of ways. Each cluster should maintain its own identity and individuality; and the following guidelines have been established with the hope that they will be helpful to you in coordinating your cluster.

Ongoing Responsibilities:

1. Know the cluster by meeting on a regular basis with parents, PTAs, and principals in the cluster.
2. Attend PTA executive board meetings within the cluster.
3. With the local PTA leadership, meet with the principals of the cluster.
4. Hold monthly meetings with PTA presidents and cluster reps.
5. Attend monthly meetings with Area Vice Presidents
6. Attend monthly MCCPTA meetings – Board of Directors & Delegate Assembly.
7. Establish within the cluster a respect for PTA meeting nights:
 - Elementary Schools - 1st Tuesday
 - Middle schools - 2nd Tuesday
 - High Schools - 3rd Tuesday
 - MCCPTA Delegate Assembly - 4th Tuesday
8. Encourage PTAs to share information in each other's newsletters and use these same newsletters to share county information.
9. Be familiar with PTA policies and procedures.
10. Keep informed about MCPS policies and procedures, which are available in each school. Become familiar with the organization and functions of MCPS.
11. Establish within the cluster responsibility for operating and capital budget involvement.
12. Individual clusters should submit to the MCCPTA nominating committee by March 1, the names of any persons approved by the cluster for the position of cluster coordinator.