



# DESCRIPTION OF POSITIONS:

## EXECUTIVE OFFICER POSITIONS:

- PRESIDENT: Serve as leader and key contact for the PTO including staff, administration and district requests; preside at all PTO meetings; ex-officio member of most committees; coordinate the work of the officers and committees so that the PTO's objectives can be met. (Effort: year-round, on-going)
- EXECUTIVE SECRETARY: Keep the minutes of all general meetings and all meetings of the Executive board; maintain master documents, keep the calendar of events for the PTO and maintain the book of records. (Effort: 2-3 hours per month)
- TREASURER: Be responsible for and have custody of funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare books for an annual audit (Effort: year-round, ongoing)
- VVP Communications: Maintains ongoing social media channels including Facebook, Twitter and weekly e-blasts. Overlooks website updates and publicity for events where needed. (Effort: year-round, ongoing)
- VVP Fundraising: Plans and coordinates, along with committee members, the fundraising efforts including Fall/Spring Fundraiser, Spirit Days/Nights, Spirit Store, Box Tops and community rewards programs. (Effort: year-round, ongoing)
- VVP Activities: Plans and coordinates school events including Ice Cream social, Pumpkin Lighting and Spring Carnival. Leads committees for each event (Effort: year-round, seasonal)
- VVP Hospitality: Organizes hospitality events including Boo Hoo breakfast, Teacher Back to School breakfast, conference luncheons and Teacher Appreciation Week. Leads committees to help with each event. (Effort: year-round, seasonal)

\*Officers will be required to attend the Executive Meeting which are held the 1st Thursday of each month\*\*

## CHAIRPERSON POSITIONS:

- SPIRIT NIGHT COORDINATOR: Coordinate Spirit events such as evening restaurant nights. (Effort: 1-2 hours per month)
- FUN FRIDAY COORDINATOR: Coordinate Fun Fridays (such as popsicle sales) including promotion and volunteer organization for dates throughout the year. (Effort: year-round, 3-4 hours per month)
- COPY CHAIR: Position helps with photocopying needs for the PTO. (Effort: year-round, 1-2 hrs per mth)
- BOX TOP COORDINATOR: Promotion of Box Top program to families, counting and submission of Box Tops on a bi-annual basis. (Effort: 3-4 hours per month)
- LIBRARY VOLUNTEER COORINATOR: Assist the library with volunteer needs including Book Fair needs, sign-ups and coordination with school Librarian. (Effort: year-round, seasonal)
- FAMILY SCIENCE NIGHT COORDINATOR: Assist in the planning of the family science nights throughout the year. (Effort: year-round, seasonal)
- POWER RANCH COMMUNITY OORDINATOR: Lead for community events such as PRCA Clothing Drive, Movie Night in the Park and other partnerships with PRCA. (Effort: year-round, seasonal)
- SPIRIT GEAR COORDINATOR: Role is to help with design of school gear (i.e. t-shirts, etc), help coordinate ordering and distribution through online orders & cart sales (Effort: 3-4 hrs per mth)
- TEACHER STORE COORDINATOR: Organize store inventory for the teacher store and keep track of cardinal cash earned for each teacher. Open Teacher Store once a month and fulfill orders (Effort: year-round, 3-4 hrs per mth)
- FALL FUNDRAISER CHAIR: Coordinate the fall fundraising efforts, specific fundraiser tbd by chair and PTO board. (Effort: seasonal, Aug-Sept)
- FUN RUN CHAIR: Assist with the Fun Run preparation and organization along with Boosterthon team. (Effort: seasonal, Jan -Feb)

\*Committee chairs will be required to attend the Leadership Meetings which are held the 3rd Thursday of each