

Countryside PTO Position Descriptions for the 2012-2013 School Year

PTO Positions

Note: All position Chairpersons/Coordinators are considered Board positions. Chairpersons/Coordinators (or one Co-Chair) are requested to attend monthly PTO General meetings. If unable to attend, information should be provided to the Executive Board member in charge of that Committee.

Fundraising Committees:

Ancillary Fundraising Chairperson: Coordinates activities and volunteers for miscellaneous fundraising opportunities instituted by the VP of Fundraising during the school year, such as box tops, Target, Dine-n-Share and eScrips.

Time of year: Ongoing Time commitment: Moderate Reports to: VP Fundraising

Book Fair Chairperson: Plans for and coordinates book fairs and its volunteers.

Time of year: Fall, Spring Time commitment: Moderate Reports to: VP Fundraising

Entertainment Books: Coordinate the sale of Entertainment Books.

Time of Year: Fall Time commitment: Low Reports to: VP Fundraising

Spirit Sales Coordinator: Plans and executes the sale of school spirit clothing and related items.

Time of Year: Fall Time commitment: Moderate Reports to: VP Fundraising

Wrapping Paper Coordinator: Plans and executes the annual wrapping paper sale.

Time of year: Fall Time commitment: Moderate Reports to: VP Fundraising

Standing Committees:

Assemblies Coordinator: Works with RRW, SEL, and other committees to select and coordinate assemblies.

Coordinate district organized Visiting Author. Work with a centralized district assembly group for planning and update centralized database with reviews of assemblies.

Time of Year: Ongoing Time commitment: Moderate Reports to: VP Standing

Beautification Coordinator: Coordinates the school beautification projects to include the front of the school and Memory Garden to enhance the school property, including planters, within the budget set by the PTO.

Time of Year: Ongoing Time commitment: Low Reports to: VP Standing

Library Volunteer Coordinator: Works with the Countryside librarian and to facilitate the online sign-up for library volunteers. Provide volunteer training as necessary.

Time of Year: Ongoing Time commitment: Low Reports to: VP Standing

Nominating Committee: Prepares a slate of PTO candidates and committee helpers for the following PTO year.

Committee consists of five people. At least three members shall be past or current Board members. Committee fills open PTO positions as required.

Time of Year: Spring Time commitment: Low Reports to: VP Standing

Reading Encouragement Chairperson: Coordinates the planning and execution of various reading encouragement programs for the students of Countryside School. Works with the Principal to develop ideas that will be supported by teachers, within the budget set by the PTO.

Time of Year: Ongoing Time commitment: Moderate Reports to: VP Standing

Room Parent Coordinator: Coordinates the work of the room parents assigned to each class. Provides information and support of their programs to the PTO Board throughout the year, and acts as liaison between the Board and room parents; integrates new families into the classroom.

Time of Year: Ongoing Time commitment: Moderate Reports to: VP Standing

Yearbook Coordinator: Coordinates the planning, layout, production, and printing of annual school yearbook; obtains yearbook photographs from room parents, handles yearbook distribution, within the budget set by the PTO.

Time of Year: Ongoing Time commitment: Moderate Reports to: VP Standing

Special Committees:

Art Fair Chairperson: Plans for, organizes and executes the annual Art Fair within the budget set by the PTO.

Time of Year: Ongoing Time commitment: Moderate Reports to: VP Special

Cultural Fair Chairperson: Plans and coordinates the Cultural Fair within the budget set by the PTO.

Time of Year: Ongoing Time commitment: Moderate Reports to: VP Special

Family Dance Chairperson: Plans and coordinates activities and volunteers for a theme dance held for the entire school within the budget set by the PTO.

Time of Year: Winter Time commitment: Moderate Reports to: VP Special

Fifth Grade Recognition Coordinator: Plans and coordinates the activities to support the fifth grade recognition ceremony within the budget set by the PTO.

Time of Year: Spring Time commitment: Moderate Reports to: VP Special

Red Ribbon Week Chairperson: Plans and coordinates in-school Red Ribbon Week programs within the budget set by the PTO.

Time of Year: Fall Time commitment: Low Reports to: VP Special

School Packs Coordinator: Plans for and coordinates the distribution of purchased school packs at Meet the Teacher Day.

Time of Year: Spring/Summer Time commitment: Moderate Reports to: VP Special

Tools for Schools: Plans for, organizes and coordinates the collection of new and gently used school supplies at the end of the school year to be donated to an approved charity.

Time of Year: June Time commitment: Moderate Reports to: VP Special

Treasurer Committees:

Assistant Treasurer: Helps the Treasurer process incoming cash/checks; disburses cashboxes and expense checks to committee chairpersons; liaison between Treasurer and cashiers at fundraising events; administers, processes and prepares reports on collection of PTO dues, classroom party fees, fundraiser craft fees and yearbook fees. *Must be computer literate.*

Time of Year: Ongoing Time commitment: Moderate Reports to: Treasurer