

Haymarket Elementary PTO Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one evening per month to conduct PTO business. General meetings for the entire membership are scheduled monthly, immediately following the Executive Board Meeting. Anyone may attend.

Elected Officers

President – the President shall preside over meetings of the organization and Executive Board, serve as the primary contact for the Principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee and coordinate the work of all the officers and committees of the organization. (Effort: year-round, on-going)

Vice President - the Vice President shall assist the President and carry out the President's duties in his/her absence or inability to serve. (Effort: year-round, time varies depending upon roles)

Secretary – the Secretary will record the minutes of all meetings of the HES PTO and the PTO boards, maintain the official HES PTO calendar, and keep the official documents of the organization. (Effort: 4-6 hours per month, including attending meeting and typing up minutes)

Treasurer - the Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures and pay out funds in accordance with the approval of the Executive Board. The Treasurer will present a financial statement at every meeting and make a full report at the end of the year. There will be an annual audit of the HES PTO's account. (Effort: 4-5 hours per month, average)

Chairs and Other Positions (Remember, these are COMMITTEES – **please recruit volunteers to help.**)

Teacher Appreciation – Organize monthly teacher appreciation activities and coordinating daily recognition for Teacher Appreciation Week in May, including brainstorming; approval from Administration and PTO Board; distribution of informational fliers; requesting volunteers; and any necessary supervision of events. (Effort: 2-4 hours per month, more in May depending on what activities planned.)

Spirit Wear - Coordinate the selection, design, ordering, inventory, and sales of school spirit wear and any related products. (Effort varies.)

Box Tops- Collect Box Top submissions from office. Count and submit to Box Tops for Education. Report on and reward top 3 classrooms monthly. Distribute bi-yearly checks to Treasurer for deposit. (Effort: 2-3 hours per month, depending on number received)

Event Concessions- Inventory, organize, and supervise sale of concessions at all PTO events, including supervision of volunteers. (Effort: 2-4 hours per month, depending on event)

Bingo Nights- Organize twice-yearly Bingo Nights, including inventory, ordering, and organization of supplies; distributing and collecting pre-order forms; requesting volunteers; and supervising event. Coordinate with Concessions Chair and Spirit Wear Chair. (Effort: 6 hours per month in Bingo Night months)

Family Dance- Organize once-yearly event, including inventory, ordering, and organization of decorations; distributing informational flier; requesting volunteers; and coordination with DJ and photo booth vendor and sponsor. Coordinate with Concessions Chair and Spirit Wear Chair. (Effort: 6 hours in event month)

Talent Show-- Organize once-yearly event, including inventory, ordering, and organization of decorations; distributing informational flier; requesting volunteers; auditioning student acts; organizing and supervising rehearsals; and supervising event. Coordinate with Concessions Chair and Spirit Wear Chair. (Effort: 6-8 hours in event month)

Movie Nights- Organize twice-yearly events, including coordination with licensing company; obtaining Administration approval of movie; distributing informational flier; requesting volunteers; and supervising event. Coordinate with Concessions Chair and Spirit Wear Chair. (Effort: 2-4 hours in event month)

Back to School BBQ- Organize once-yearly event to be held in September, including ordering and obtaining food items; distributing informational flier; requesting volunteers; and supervising the event. Coordinate with Concessions Chair and Spirit Wear Chair. (Effort: 2-4 hours in month of event)

Enrichment/Clubs- Organize twice-yearly schedule, including coordinating with teachers and Enrichment Matters personnel; distributing information flier; and fielding questions or concerns from parents. (Effort: 2-3 hours per month, depending on point in program)

Spirit Days—organize school-wide Spirit Day themes, including coordinating with PTO Board and Administration; distributing informational fliers; and periodic updates. (Effort: 1-2 hours per month)

Spirit Nights—Organize monthly fundraising events at local restaurants and activity locations, including approval by PTO Board and Administration; distribution of informational fliers; requesting volunteers; supervising any necessary activities; and collecting and distributing monies collected to the Treasurer for deposit. (Effort: 1-2 hours per month)

Muffins with Moms—Organize once-yearly event in May (around Mother's Day), including approval by PTO Board and Administration; distribution of informational/RSVP flier; contacting vendors for pricing on muffins and orange juice; requesting volunteers; and supervision of event. (Effort: 2-3 hours in event month)

Donuts with Dads—Organize once-yearly event in June (near beginning of month), including approval by PTO Board and Administration; distribution of informational/RSVP flier; contacting vendors for pricing on donuts and orange juice; requesting volunteers; and supervision of event. (Effort: 2-3 hours in event month)