

PTO Board Positions:

President:

- Attend monthly meeting.
- Notify board members of impending meetings and prepare and present an agenda for such meetings.
- Review and approve board members work.
- Work closely with the principal and preserve the line of communication between the PTO and staff.

Vice President:

- Attend monthly meeting.
- Aid to the president and able to fulfil the presidents' duties when needed.
- Review Treasury Reports

Treasurer:

- Attend monthly meeting.
- Handle all deposits and disbursements of PTO funds.
- Maintain records of income and expenses according to budget categories.
- Present financial statements at monthly PTO Board meeting.

Secretary:

- Attend monthly meeting.
- Record and distribute the minutes for monthly board meetings
- In charge of PTO correspondence to and from staff and community members.

Staff Appreciation:

- Attend monthly meetings.
- Plan scheduled staff meals throughout the year: beginning of school year staff lunch, December lunch, Teacher appreciation week lunch, and end of year staff breakfast.
- Plan and coordinate "Teacher Appreciation Week" gifts for staff members.

Fundraising Committee:

- Attend monthly meetings.
- Schedule monthly "Spirit Nights" with community businesses.
- Coordinate with board members to plan/execute fundraisers.

Box Top Coordinator:

- Attend monthly meetings.
- Plan/execute Box Tops school wide contests.

VIPS & Homeroom Parent Coordinator:

- Attend monthly meetings.
- Maintain a database of volunteers for all known volunteer opportunities
- Distribute the volunteer information to the necessary committees and/or coordinators as needed.
- Recruit and organize volunteers for events.
- Recruit and organize Homeroom parents for class parties and field day.
- Work in conjunction with Spanish VIPS .

Spanish VIPS & Homeroom Parent Coordinator:

- Attend monthly meetings.
- In charge of Spanish communication to Holmsley ESL parents.
- Translate outgoing PTO communications such as flyers or emails.
- Recruit and organize volunteers for events.
- Recruit and organize Homeroom parents for class parties and field day.

Social Media Coordinator:

- Manage Facebook and other Social Media outlets.
- Add Events to Social Media.
- Answer private messages sent to the PTO Site via FB Messenger.
- Share current and relevant school reminders to all Holmsley families via Social Media.

Picture Day Coordinator:

- Attend monthly meetings.
- Receive daily schedule from staff for 3 school picture days a school year.
- Coordinate volunteers.

Yearbook Committee:

- Attend monthly meetings.
- Upload photos to Lifetouch online.
- Plan layout and implement using Lifetouch online tools.
- Hang Yearbook sales flyers and promote online sales.
- Distribute yearbooks.

5th Grade Committee:

- Facilitate 5th grade shirts (Traditionally will include collecting 5th grade signatures.) Shirts should be ordered in September for an October delivery.
- Distribute Yearbook dedication forms for 5th graders.
- End of year Skate Party
- Decorate for graduation
- PTO representative for any 5th grade requests.

Spirit Store Coordinator:

- Attend monthly meetings.
- Open 2 spirit stores each month.
- Keep items stocked, record sales.

School Supply Coordinator:

- Attend monthly meetings.
- School supply lists for the next school year are typically ready by March/April.
- Choose vendor to order needed supplies.
- Create and distribute school supply order form.
- Distribute orders before 1st day of class.