

# RES PTO Board & Committee Chair Descriptions 2011-2012

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Exec Board	Descriptions	Time Required
<b>President</b>	The President shall preside at all meetings of the organization and the Executive Board and shall be an ex-officio member of all committees except for the Nominating Committee. The President shall have the authority to sign checks. The President shall appoint all special committees as the need arises.	Year - round
<b>1st Vice President - Fundraising</b>	The 1 <sup>st</sup> Vice President shall be responsible for fulfilling all duties of the President in the absence of the President, as needed for the organization. If the President's office becomes vacant, the 1 <sup>st</sup> Vice President will automatically fill the position and assume the job of both President and 1 <sup>st</sup> Vice President until the Executive Board can appoint a new President. The 1 <sup>st</sup> Vice-President shall also be in charge of all fundraising activities and shall be contact person in any and all fundraising activities for RES.	Year - round
<b>2nd Vice President - Outreach / Communication</b>	The 2 <sup>nd</sup> Vice President shall be responsible for the implementation of programs and the dissemination of information to parents on educational topics designed to enhance parental knowledge in various areas and to enhance the ability of parents to assist their children in developing knowledge and skills in selected areas. Will also oversee all Communication committees for PTO.	Year - round
<b>Treasurer</b>	The Treasurer shall be responsible for the implementation of proper internal controls relating to accounting procedures (i.e. documentation of expenditures, etc.), receive all monies of the organization, render a separate monthly report to the Executive Board and shall have the authority to sign checks. All PTO monies should be counted and deposited within 48 hours of collection. The Treasurer's books may, at the discretion of the Executive Board, be audited by a committee appointed by the President. A fiscal year-end financial statement shall be presented to the President by July 21 <sup>st</sup> . It is also the responsibility of the Treasurer to see that the necessary tax forms are filed with the IRS and the Texas State Comptroller's Office and to ensure proper insurance coverage for this organization annually.	Year - round
<b>Recording Secretary</b>	The Recording Secretary shall record the minutes of all meetings of the organization and of the Executive Board and provide copies for each Executive Board member in a timely manner following all meetings. As Parliamentarian, the Recording Secretary shall have parliamentary authority, and shall make sure the organization is governed by maintaining Robert's Rules of Order, Revised, in all cases where applicable. Will also oversee all RES Social Events.	Year - round
Committees	Descriptions	Time Required
<b>Beautification - Landscaping</b>	Work with landscaper, insuring flower beds stay free of weeds, have color changes twice a year and are appropriately watered, including Summer.	Year - round
<b>Bulletin Boards</b>	Develop theme for school bulletin boards in main hallway. Design and work with PTO committees to update boards as needed.	Year - round
<b>Care Committee</b>	Coordinate a meal/restaurant gift card and a card to RES families who have a family member in the hospital or with special needs.	Year - round

Committees	Descriptions	Time Required
<b>Club Registration</b>	Work with club leaders to update and distribute club descriptions for each club. Coordinate online signup and promotion at school. Distribute results to appropriate club leaders.	August - September
<b>Club - Chess</b>	Coordinates snacks, schedules parent volunteers and attends after school chess matches between students. Club meets bi-weekly by grade level, if a parent volunteer exists for grade level. Chess experience is helpful but not required. Learn with the kids!	October - May
<b>Club - Music Makers</b>	Coordinates all aspect of club, including: providing/collecting registration forms for sign-ups, collecting registration fee (for student rewards at each meeting), assembling a performing schedule for all participants.	October - May
<b>Community Partners - Rebates</b>	Coordinate the promotion and administrative handling of all community partner promotions to RES parents and staff. Seeks creative ways to encourage school to participate in programs. Follows up with participants to ensure credit provided to RES.	August, January
<b>Community Partners - Events</b>	Develop a community-based, product-based, or business-based partnership programs (i.e. label programs, grocery store incentives, local business promos). Research and suggest ways to develop programs beneficial to RES and to the business.	Year-round
<b>Copy Room Schedule</b>	Compile a list of all available volunteers received from homeroom signups. Assigns a day/time slot for each volunteer. Emails and posts the volunteer schedule to all volunteers.	September
<b>Fall Fundraiser</b>	Effectively communicate plans for fundraiser. Coordinate budgeting, vendor coordination, collecting money and product distribution (if required). Recommendation for 2010 - Proposed Boosterthon run by private company; coordinate post-event celebration with Funfest.	August - October
<b>Fall Funfest</b>	Fall family 3 hour event on a weekend. Recruit committee to help organize family activities, food and entertainment. Non-fundraising event.	August - October
<b>Fourth Grade Banquet</b>	Coordinates and plans 4 <sup>th</sup> Grade End-of-year Banquet, including determining facility, cost, sending out flyers, etc.	End of Year
<b>Homeroom Parents</b>	Distributes and collect homeroom forms for each classroom. Fills grade level coordinators and three homeroom positions per class – party, special events, volunteer. Conduct “training” meeting to explain the responsibilities of each homeroom mom.	August - October
<b>Marquee</b>	Use PTO/RES calendars and committee requests to update marquee in front of RES.	Year - round
<b>Membership / Directory</b>	Collect PTO Membership information and dues. Access prior year info and update all directory pages. Ensure all sold ads included. Order additional copies for new families and RES office. Print labels for directories and distribute to classes.	August - October
<b>New Students</b>	Work with office weekly to get new RES family information and provide to President. Contact new family and coordinate time to deliver welcome gift. Plan Oct and Feb new parent coffee/tea.	Year - round
<b>Newsletter - ROCK</b>	Use web-based software, Constant Contact, for bi-weekly newsletter. Update template for new school year. Publish bi-weekly via Communication Request Forms. Add and manage email lists.	Year - round
<b>Outreach Programs</b>	Coordinate events that reach out to those in need outside of our community. Examples: Adopt a Child/Family, Summer Santa, Christmas Is for Children, disaster relief.	Fall, Holiday or Spring
<b>PTO Workroom</b>	Maintains and organizes PTO workroom. Schedule pre-school year clean up effort with board members. Keep supplies stocked for workroom.	Year - round
<b>Safety Patrol</b>	Coordinates morning and afternoon safety patrol in two sessions. Training and pizza party for session 1 & 2. Plans end of year party.	Year - round

Committees	Descriptions	Time Required
<b>School Supplies</b>	Takes school supplies orders in the spring for the following year's students. Coordinates supply list with teachers and orders them from school supply vendor. Coordinates volunteers to help distribute supplies to classrooms the day before Meet the Teacher.	December - August
<b>Student Events</b>	Coordinates all desired special events throughout the year including scheduling, planning, budgeting and money collection. Events are focused on fun for children and families. Events may including dances, gaming, movie night, talent shows, carnivals, etc.	Year-round
<b>Spirit Shop - Finance</b>	Responsible for all financial aspects of the spirit shop: preparing opening banks, making sales deposits to PTO treasurer, obtaining/preparing bills for payment, running credit cards online, ensuring accurate sales recording, tracking cumulative sales and costs and assisting with buying and determining open to buy amounts.	Year-round with spring/summer preparation for school year
<b>Spirit Shop -Lead / Marketing</b>	Responsible for all communication aspects of the spirit shop: preparing weekly ROCK announcement, preparing/posting signage, coordinating with front billboard person regarding shop hours, etc., coordinating with front desk on hours of operations/specials, etc., preparing Wednesday folder flyers when needed, updating PTO website and assisting with buying.	Year-round with spring/summer preparation for school year
<b>Spirit Shop - Merchandising</b>	Responsible for all display/setup/sales staff of shop: set up and tear down, display of product, volunteer coordination, special events I.e. May Madness sales, comes up with ideas for special promotions I.e. Rockenbucks and assists with buying.	Year-round with spring/summer preparation for school year
<b>Spirit Shop - Purchasing / Inventory</b>	Responsible for all inventory: issuing purchase orders, receiving stock, pricing/tagging stock, performing cycle counts of inventory and communicate when stock needs to be re-ordered, approving bills for payment and forwards to finance person and assisting with buying.	Year-round with spring/summer preparation for school year
<b>Spring Fundraiser - Event Planning</b>	Coordinates all planning aspects of desired event. Includes budgeting, vendor coordination, collecting money and product distribution (if required). Effectively communicate plans for fundraiser.	January - April
<b>Teacher Appreciation</b>	Collects money for ENCORE teachers/assistants at beginning of year. Work with RES office to schedule teacher appreciation week. Distributes gifts during teacher appreciation week. Coordinates class parent representatives for the week's activities.	September, March
<b>Teacher Luncheons</b>	Coordinates 6 teacher luncheons throughout year, including planning the menu, scheduling volunteers, decoration, setup and cleanup of lounge on day of luncheon.	Year - round
<b>Volunteers - Management</b>	Organize and analyze volunteer skills and interests. Use information to assist committees in recruiting volunteers for events.	September - May
<b>Volunteers - Registration</b>	Coordinates Sign-Up online and promotion at school. Collect volunteer information and preferences via web-based software. Distribute results to all Encore teachers and PTO chairs.	August - September
<b>Website</b>	Update respto.com weekly via Communication Request Forms. Keep content fresh and current. Occasionally update website design.	Year - round
<b>Yearbook - Creative</b>	Responsible for all aspects of the yearbook. Includes taking/gathering pictures, layout of yearbook. Committee works throughout the year. Requires creative and organizational skills.	Year-round
<b>Yearbook - Sales</b>	Responsible for all aspects of sales and distribution of yearbook. Acts as liaison between school and yearbook vendor. Committee works throughout the year. Requires data entry skills, experience with Excell and organizational skills.	Year-round