



TCE PTO needs your help with PTO activities for 2015-2016! Please check all of the positions you would like to hear more about. For questions contact Pam Strub at [pamelastrubpto@gmail.com](mailto:pamelastrubpto@gmail.com)

**PLEASE RETURN THIS FORM TO PTO BY XXXXXXXXXXXX. THANK YOU!**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Child(s) Name/Teacher/Grade: \_\_\_\_\_

**\*\*\*Any Position May Be Held By 2 Co-Chairs!\*\*\***

**EXECUTIVE BOARD:**

- President:** Coordinates and conducts PTO monthly board meetings and 3 general meetings held during August, January and May. Oversees all PTO functions and committees.
- 1st VP/Fundraising Chair:** Coordinate and assist with major fundraisers to boost income. Responsible for coordination of Scorecard Discount Card sales and the Boosterthon Fun Run.
- 2nd VP/Volunteer Chair:** Compiles and maintains a list of volunteers from surveys to distribute to chairs. Secures and manages additional volunteers as needed for PTO & TCE events with the TCE Staff Volunteer Coordinator. Maintains Signupgenius.com and Bakers needed for events.
- Secretary:** Records the minutes at board meetings and general meetings. Responsible for general correspondence, thank you notes and cards.
- Treasurer:** Provides a monthly budget update at board meetings; handles monies collected and dispensed by PTO; keeps an accurate accounting of these funds. Collects monies at events. Also, files income tax forms.
- Assistant Treasurer:** Provides assistance to the Treasurer at events and acts as a backup to Treasurer for check requests and deposits.
- Parliamentarian:** Distributes and maintains by-laws and board commitment forms. Oversees meetings to ensure by-laws are followed and proper meeting procedures are in place. Writes articles for media (CreekLine Newspaper, neighborhood newsletters, etc.)

**Note: All Exec. Board positions will be nominated and voted on at the May PTO General Membership Mtg.**

## **COMMITTEE CHAIRS:**

- Membership Coordinator:** Promote PTO membership year round and organizes the membership drive in the fall. Promotes teacher membership and obtains fall teacher gifts.
- Carnival Chair:** Plan and execute the annual Spring Carnival.
- Family Fun Night Chair:** Plans 2 family fun night events and oversees refreshments for Light the Night, and General Meeting Family Nights: Bingo, January ORFF performance & Night of the Arts.
- Community Partner Relationship Manager:** Act as liaison between local businesses and the school. Help to initiate partnerships that would bring both financial and in-kind support to the school. Responsible for locating sponsors for the parent pickup signs and school directory.
- Community Partner Marketing Manager:** Works in tandem with Community Partner Relationship Manager. Responsible for marketing opportunities for Partners within school (e.g. standardized logo creation, lobby signage, parent pick up signs, etc.) Maintain Community partner website. This position requires strong computer skills and Photoshop type software proficiency.
- Holiday House Chair:** Plan and coordinate Holiday House (Holiday Student store) in December. Also shops year-round for Holiday House sales items.
- Fifth Grade Celebration Chair:** Organizes the end of year luncheon and related activities for the graduating 5th grade class.
- Homeroom Parent Coordinator:** Organizes homeroom parents to assist in school-wide events throughout the year. Plans and executes the Fall Tissues & Tea event.
- Teacher Appreciation Chair:** Coordinates several events for teachers over Teacher Appreciation Week including the year-end luncheon for staff. Plans and executes the Back to School Staff Breakfast.
- School Spirit Sales Coordinators:** Coordinates the promotion, ordering, selling and distribution of school spirit wear and related items. Sets up School Spirit Sales event at Orientations with supplemental events as needed.
- New Family Welcome Chair:** Plans a New Family Social and welcomes families throughout year.
- SAYS Coordinator:** Coordinates the St. Augustine Youth Services change drive fundraiser held in November.
- Square One Art Sales Coordinator:** Responsible for working with teachers/art teacher on children's art, mailing all artwork, collecting and distributing parent orders for Square One Art Fundraiser.
- Father/Daughter Event Chair:** Responsible for all planning and execution of the annual dance.
- Mother/Son Event Chair:** Responsible for all planning and execution of an annual event.
- Recycling Chair:** Responsible for heading up all recycling operations at TCE. Informs parents and students of recycling opportunities.
- Communications Chair:** Creates the PTO Newsletter, maintains the PTO section of the TCE electronic Eagle Eye, and provides Media Specialist with information for the Morning News Show. Assists chairs as needed with graphics for event flyers.
- Social Media Coordinator:** Manages and updates the PTO website, Facebook page and Twitter accounts on a regular basis.