

**WCES PTO**  
**Board and Committee Members**

**President**

- Preside at all meetings of the organization and of the Executive Board
- Act as an ex-officio member of PTO committees
- Oversee the work of the officers and committee chairpersons
- Appoint an auditing committee and other duties
- Should be a current member of the PTO Board and have served at least one (1) year on executive board.
- **Must be available to work Fall and Spring Fundraisers**

**First Vice President**

- Act as chairperson of the Membership Committee (directory)
- Coordinate the work of and supervise committee chairpersons
- Work with Treasurer and President in developing an annual budget which shall define the year's expenses and fundraising expenditure
- Assume the duties of the President in the event of the President's temporary inability to serve
- **Must be available to work Fall and Spring Fundraisers**

**Second Vice President (Fall Fundraising) CO-CHAIR NEEDED**

**Cortney Jurek has volunteered to run this event, but will need a co-chair to help.**

- Devise and coordinate fall fundraising projects
- Work with Treasurer in receiving all moneys of the organization for the fall fundraiser.
- Work with the Treasurer, President and Vice President in developing an annual budget which shall define the years expenses and fall fund raising expenditures.
- Coordinate the work of and supervise committee chairpersons
- Create flyers to send home about event
- Work with webmaster to have event information on PTO Website
- Set regular meetings with the principal to be sure that all items are approved in a timely manner.
- **Must be available to work Fall and Spring Fundraisers**

**Third Vice President (Spring Fundraising)**

- Devise and coordinate Spring fundraising projects
- Work with Treasurer in receiving all moneys of the organization for Spring Fundraiser.
- Work with the Treasurer, President and Vice President in developing an annual budget which shall define the years expenses and fund raising expenditures for the Spring Fundraiser.
- Coordinate the work of and supervise committee chairpersons

- Create flyers to send home about event
- Work with webmaster to have event information on PTO Website
- Set regular meetings with the principal to be sure that all items are approved in a timely manner.
- **Must be available to work Fall and Spring Fundraisers**

### **Secretary**

- Record the minutes of all meetings of the organization and of the Executive Board and furnish copies of the minutes to the President
- Maintain a roll of all members
- Take care of all correspondence relating to the organization
- Bring copies of minutes, agenda and budget to the meeting
- **Must be available to work Fall and Spring Fundraisers**

### **Treasurer (Samantha Hicks has Filled this Position)**

- Shall be financial officer of the organization and shall present a budget at the General Membership Meeting in the Fall
- Treasurer shall receive all monies together with the Second VP for Fundraising and Third VP for Fundraising and deposit monies in the designated bank
- Treasurer shall present a financial report at every meeting
- Should be a current member of the PTO Board or committee chair and have served at least one (1) year
- **Must be available to work Fall and Spring Fundraisers**

### **Donations Coordinator**

**Goal:** Focus on sponsorship and underwriting of major events;

i.e.: Trick or Treat at the Creek, Run Wild, silent auction items, incentive programs

- Actively work current database while networking to source new sponsorship/donations opportunities
- Solicit donations from the community and/or business for events or programs for the school
- Compile a list of such business and donations for appreciations and future partnerships
- Research and write grant proposals for general PTO funding, and event specific funding.

### **Homeroom Parent Coordinator (Raquel Janak and Gina Adams have filled this position)**

**Goal:** To recruit and oversee all homeroom parents and to ensure that all Parties are in compliance with district guidelines.

- Collect information forms and create a list of the parents that are interested for each teacher
- Have a staff member chose names randomly from a hat if more then one parent signs up for a teacher. Assign a lead and co HRP (they must have a background check to qualify)
- Hold homeroom parent orientation and give each parent a welcome packet with guidelines and suggestions.
- Be available to answer questions and/or offer guidance to homeroom parents
- Work along with Donations & Volunteer Chair to identify donations dollars for food vendors to offset cost and/or coordinate payment and delivery of goods purchased
- Decide what items PTO will sponsor for each party. Set up the purchase and delivery of these items
- Hand out items the day of the party

### **Teacher Appreciation**

**Goal:** Create an appreciation campaign for our teachers and staff while adhering to the budget i.e.: Back to School Luncheon,

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- Meet with Principal and make a plan for the year
- Work on Teacher Favorite lists at the beginning of the year (place on PTO website)
- Work with Volunteer Coordinator in obtaining volunteers to help prepare meals /catered and snacks for teachers and staff
- Continue encouraging our teachers through out the year with written notes, poems, words of encouragement

### **Yearbook (Amy Breaux has filled this position)**

**Goal:** To organize and produce a quality memory book for the student at large

- Produced at a cost effective price
- Drive sales of yearbook (create flyers, use website, sell at events)
- Work with Donations & Volunteer Chair to identify advertising dollars to offset cost
- Collect funds, record orders, create and distribute yearbook

### **Webmaster**

**Goal:** to provide updated information for all things PTO and important school events

- Work with Fall and Spring fundraiser chairs to get all information on website
- Update calendar

### **Facebook (Marina Schlosberg has filled this position)**

**Goal:** to provide updated information for all things PTO and school events

- Create a master list and timeline of all important events coming up and post
- Work with Fall and Spring Fundraiser Chairs to get information out
- Work with other Board members to post information regarding school wide, and PTO specific events (holidays, dress up days, food drive, etc.)

### **Junior Achievement Coordinator (JA) (Traci Kendrick has filled this position)**

**Goal:** To work with Junior Achievement Non-Profit Organization of Houston to teach students about finance at elementary level

- Responsible for identifying teachers who would like their classes to participate in the program
- Work with the Volunteer Coordinator to identify those individuals who would be willing to give their time to teaching a course
- Responsible for organizing volunteers, supplies and making sure volunteers attend training (classes are usually taught in May)
- Training and teaching supplies are provided by JA

### **Volunteer Coordinator**

**Goal:** To work with PTO board, faculty and staff to meet the needs of the PTO and school planned events; i.e.: Fall and Spring Fundraisers

To work with PTO President(s) to track volunteer hours and design an incentive and appreciation program

- through membership forms, keep an accurate membership and volunteer database spreadsheet
- send out request for help via e-mail, phone, website or print to gain commitments for various volunteer opportunities
- **Plan to work both Fall and Spring Fundraisers to coordinate volunteer duties for these events OR assign a committee person in charge of this role.**

### **Workroom Coordinator**

**Goal:** To consistently and accurately copy and slot information to be sent home with students in Wednesday folders while staying within budget set forth

- make sure that all information is approved by PTO President and school Principal before being copied or slotted. Information from outside sources will require an approval form
- Assist a in planning and distribution of flyer advertising for Committee Chairs
- Work along with VP and Print Shop (currently Office Depot) to negotiate best rate for copying
- Copies need to be in designated area of workroom BY 9 am Tuesday mornings to go in Wednesday Folders

### **Spirit Night- (Lindsey Scott has filled this position)**

**Goal:** To generate revenue to the school by ensuring that restaurant (Chick-fil-a, McDonalds, Marcos, or other)

literature and sticker are sent home on week/day of spirit night

- Create awareness of spirit night (fliers in Wed. folders, signage at the school, information on the School Marquee)
  - work with Workroom Coordinator to slot information and stickers brought over by restaurant for advertisement of spirit night in Wednesday folders
  - work with Volunteer Coordinator to place signs in carline, in front of subdivisions, newsletter, website and etc...

### **Decorations Coordinator**

**Goal:** responsible for organizing all decorations for PTO and school events

- working with all committee chairs to decorate for all events, if applicable; i.e.: holiday decorations, Fall & Spring Fundraisers, etc...
- work with Volunteer Coordinator to form a committee to help
- Work with donations chair to find donors to sponsor decorations for events.

### **4<sup>th</sup> Grade Coordinator (Jenny Aday has filled this position)**

**Goal:** Responsible for overseeing all 4<sup>th</sup> grade projects including Paw Prints, and Step Up party.

- Work with Volunteer Coordinator to form a committee of 4<sup>th</sup> grade parents to help
- Work with volunteers to paint paw prints
- Work with volunteers to plan and execute the 4<sup>th</sup> Grade Step Up Party

### **Spooky Gram Coordinator**

**Goal:** Responsible for Spooky Gram distribution

- must have experience using Excel
- track Spooky Gram sales in Excel
- Print labels for spooky grams to be attached to a Halloween themed tag
- Work with a team of volunteers to help label and deliver spooky grams

### **Cheer Gram Coordinator**

**Goal:** Responsible for Spooky Gram distribution

- must have experience using Excel
- track Cheer Gram sales in Excel
- Print labels for cheer grams to be attached to a Halloween themed tag
- Work with a team of volunteers to help label and deliver cheer grams