**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)**

* 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**

* 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**

**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,

* 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

**Cultural Arts**

**Goal:**To provide educational experiences/presentations for the students

          while adhering to the budget as set forth

* Work closely with Librarian/ Principal to identify programs with the highest educational impact while entertaining for students
* Present such ideas to the PTO Executive Board and Principal/Asst. Principal for approval

**Yearbook**

**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**

**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)**

**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**

**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.

**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

**4th Grade Coordinator**

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

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