



## SPMS PTSO BOARD POSITIONS

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

### **EXECUTIVE BOARD:**

- President:** Coordinates and conducts PTSO monthly board meetings and 3 general meetings held during August, February, and April. Oversees all PTO functions and committees. Oversees all PTSO communications which includes the website, updates for the Raider Rap given to the Principal, PTSO member emails and social media.
- 1st VP/Fundraising Chair:** Coordinate and assist with major fundraisers to boost income.
- 2nd VP/Volunteer:** Compiles and maintains a list of volunteers from surveys to distribute to chairs. Secures and manages additional volunteers as needed for PTSO & SPMS events with the SPMS Staff Volunteer Coordinator. Maintains Signupgenius.com needed for events. Promote PTSO membership year-round and organizes the membership drive in the fall. Promotes teacher membership. Works with the spirit wear chair.
- Secretary/Parliamentarian:** Records the minutes at board meetings and general meetings. Responsible for general correspondence, thank you notes and cards. Distributes and maintains by-laws and board commitment forms. Oversees meetings to ensure by-laws are followed and proper meeting procedures are in place.
- 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.

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

## **COMMITTEE CHAIRS:**

- **Partners In Education:** 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 maintaining banners on the school fence, all communications with the PIE for flyers, invites to school events, etc.
- **Staff Appreciation Chair:** Coordinates several events for teachers over Teacher Appreciation Week including luncheons for staff along with the SPMS Sunshine Committee Chair. Plans and executes the Back to School Staff Breakfast.
- **School Spirit Sales & Membership Chair:** 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.
- **Neon Bash Chair:** Coordinates the implementation of the Neon Bash along with the concessions chair. Event occurs in September.
- **Neon Bash Concessions Chair:** Coordinates purchasing, pricing and implementation of the concession stand for the Neon Bash. This position works closely with the Neon Bash Chair.
- **Raider Store Chair:** Coordinates purchasing items and implementation of the Raider Store. Coordinates with the volunteer chair to get volunteers to run the Raider Store.
- **Swiss Point Cares:** Coordinates with the President the implementation of the Book Drive and any other needs of the SPMS students along with the needs of the students at South Woods Elementary School.
- **Character Counts! Chair:** Coordinates the school Character Counts! Celebrations and works closely with the school CC representative along with the Partners In Education chair to pick up the sponsor items for the school celebration days.