

**PTO Elm Creek Elementary Parent Teacher Organization (ECE PTO)**  
**Positions for Election**  
**2026-27 School Year**  
**Shared December 9, 2025**

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**BOARD POSITIONS**

Board members are expected to attend all board and general PTO meetings and events unless previously arranged with other team members.

Full descriptions of board positions can be found at [ecepto.org](http://ecepto.org) under About Us > Bylaws and Policies

**President:** Direct PTO board and organization overall. Work closely with board members on all important facets of PTO operation: budgeting, approving requests, communication, event planning, etc. Maintain website, file for and own all necessary permits and government reports, lead meetings, make final decisions when necessary, support board and directors, and ensure board and director positions are properly staffed. Attend monthly board and general PTO meetings.

**Level of involvement:** High, 10-16 hours per month

**Vice President:** Lead committee directors to make sure event planning and operations run smoothly. Serve as the main liaison between board and committee directors. Contribute to all important facets of PTO operation: budgeting, approving requests, communication, event planning, etc. Support and fill in for president when necessary. Attend monthly board and general PTO meetings.

**Level of involvement:** High, 10-16 hours per month

**Treasurer:** Own budget planning, financial reporting, banking and tax processes. Contribute to all important facets of PTO operation: budgeting, approving requests, communication, event planning, etc. Communicate closely with board, PTO community, and school on financial issues. Lead cash/cash box operations for all PTO events, coordinating with Committee Director for the event. Oversee scholastic dollars/support committee directors in use of funds. Attend monthly board and general PTO meetings.

**Level of involvement:** High, 10-16 hours per month

**Secretary:** Own agendas for board and PTO meetings. Own design and implementation of school bulletin board. Contribute to all important facets of PTO operation: budgeting, approving requests, communication, event planning, etc. Attend monthly board and general PTO meetings.

**Level of involvement:** Medium, 7-10 hours per month

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**COMMITTEE DIRECTOR POSITIONS**

Committee directors are expected to attend general PTO meetings as often as possible, especially in the few months prior to and one following their event.

All committee directors should work closely with the secretary and communications director on content for school bulletin board and email/social content, and with the front office on all-school

communication.

More information on director expectations can be found at [ecepto.org](http://ecepto.org) under About Us > Bylaws and Policies (page 6)

If you're interested in a position, reach out to a board member or the current director or shadow for more information.

**Book Fair Director:** Direct planning and operation of three book fairs per year, two during conferences and one during the carnival. Work with president to receive permits, school staff to organize space and volunteers, and scholastic for fair supplies. Work with board on planning and financial operations. Work with Media Specialist for purchases from Scholastic.

**Level of involvement:** High prior to book fairs, low the rest of the year.

**Hospitality Director:** Direct planning and operation of conference meals two times per year and during staff appreciation week in May. Work with outside sources (businesses, families wishing to donate, etc.) to gather food and gifts for staff members. Create theme and decorations for staff appreciation week. Work with board on planning and financial operations.

**Level of involvement:** High the month prior to conference meals and staff appreciation week, low the rest of the year.

**Harvest Bingo Director:** Direct planning and operation of Harvest Bingo in November. Work with president to receive permits. Work with outside sources for pizza/snacks/drink delivery and sales. Work with school staff to organize space and volunteers. Work with board on planning and financial operations.

**Level of involvement:** High September-November

**Holiday Shop Director:** Direct planning and operation of holiday shop in December. Ensure community is engaged to create 3000+ crafts. Work with president to receive permits. Work with school staff to gather funds from students, organize space and volunteers. Work with board on planning and financial operations.

**Level of involvement:** High September-December

**Family Dance Director:** Direct planning and operation of family dance in February. Work with president to receive permits. Work with outside sources to gather decorations and purchase snacks/drinks for sale. Work with school staff to organize space and volunteers. Work with board on planning and financial operations.

**Level of involvement:** High January-February

**Carnival Director:** Direct planning and operation of the carnival in May. Work with president to receive permits. Work with outside sources to source food/drinks for sale (often done via food trucks). Review existing games and replace/update/add to as necessary. Ensure enough prizes are purchased to reward game players. Work with school staff to organize space and volunteers. Work with board on planning and financial operations.

**Level of involvement:** High March-May

**Dine to Donate Director:** Direct planning and operation of ~4 Dine to Donate events throughout the school year. Assess past performance and new opportunities to determine which businesses to partner with. Work with board on planning and financial operations.

**Level of involvement:** Low to medium throughout the year

**Fun Run Chair:** Direct planning and operation of school fun run in late September or early October. Create a committee to cover the many aspects of running this event (to cover prizes, platform partnership, energizing community, etc.). Work with president to receive permits. Work with outside sources to organize music, decorations, etc. Work with school staff to organize space, water and nurse resources, and volunteers. Work with board on planning and financial operations.

**Level of involvement:** High spring prior to run and September

**Communications Director:** Own planning and operation of email and social content. Work closely with board and committee directors to ensure all relevant information is shared with our community. Lead scheduling and sending of social and email content. Post on Facebook multiple times a week and email with community as needed (but at least monthly). Assess and recommend different communication platforms as needed.

**Level of involvement:** Medium throughout the year.