

# Endeavor Elementary PTO

## Board Positions and Responsibilities 2021-2022

### (\*Executive Board Positions)

**Co-Presidents\*** - Responsible for overseeing the functions of the executive board, running PTO meetings and acting as a liaison between the school administration and the PTO.

**Treasurer\*** - Responsible for managing the finances of the PTO, writing checks as needed, reimbursement of PTO expenses, assists in setting the budget and managing the budget for the year, ensuring the taxes are filed appropriately and reporting the budget status at PTO meetings. It is helpful if this person has an accounting background.

**Secretary\*** - Responsible for taking minutes at all PTO meetings and preparing the minutes to present to the PTO. Also responsible for creating name badges for PTO members.

**District Parent Council Representatives\*** Responsible for representing Endeavor at monthly District Parent Council meetings and relaying district news and information back to the PTO.

**Vice President of Fundraising\*** Responsible for overseeing fundraising efforts.

1. **Endeavor Night Out Coordinator** Responsible for setting up Endeavor dinner nights and coordinating with local restaurants on dates and proceed amounts that will be donated, and creating/ distributing flyers.
2. **Rocket Blast Co-Chairs** Responsible for coordinating the details for Endeavor's winter carnival. Overall responsibility for: Creating and distributing flyers, collecting forms/money, overseeing games and game contest, purchasing prizes, coordinating with all vendors and creating and overseeing sub-committees for: Concessions, Tickets/Wristbands, Raffles, Volunteers, Decorations, Club 6, & Sweetwalk. Also responsible for running the program the night of the event.
3. **Walk-A-Thon Co-Chairs** Responsible for coordinating all the details of Endeavor's major fundraiser. Creating and distributing flyers, collecting forms/money, purchasing prizes, running the raffles at lunch and running the event the day of Walk-A-Thon.
4. **Spirit Wear Co-Chairs** Responsible for coordinating with vendors and helping to sell spirit wear, collecting money and distributing spirit wear.
5. **Book Fair Co-Chairs** Responsible for coordinating all the details for the book fairs held twice a year. Responsibilities include setting a schedule for when classes attend the book fair, creating a signup genius, setting up the book fair, selling books, tearing down the book fair.

**Vice President of Public Relations\*** Responsible for overseeing the functions of the committee chairpersons. This person will communicate Executive Board Information to their chairpersons as well as communicate with the local community on the PTO's behalf, when necessary.

1. **Yearbook Coordinator** Responsible for attending and photographing school events for the yearbook, organizing photographs and preparing the pages for submission for the school yearbook.
2. **PTO Facebook Page Coordinator** Responsible for posting pertinent information and pictures relating to PTO activities and events on Facebook.
3. **PTO Website Coordinator** Responsible for keeping the PTO website (via Weebly) updated throughout the school year.

**Vice President of Programs\*** Responsible for overseeing the functions of the program committees.

1. **After School Program Co-Chairs** Responsible for communicating with outside program directors and selecting appropriate programs, advertising the programs to our parents, making necessary arrangements with our office staff and overseeing the after school programs throughout the school year.
2. **Talent Show Co-Chairs** Responsible for creating a new Talent Show. Coordinating groups that will perform and advertising/selling tickets and running the program the night of the event.
3. **Trunk or Treat Co-Chairs** Responsible for coordinating all of the details of Trunk or Treat. Responsibilities include: Creating a "Spooky City" (haunted house), coordinating parking passes, working with food vendors & DJ, planning awards for costume contest, pumpkin contest and car contest and running program the night of the event.
4. **Culture Day Coordinator** Responsible for setting up/decorating the lobby exhibits for Culture Day.
5. **KISS & Grandparents Day Co-Chairs** Responsible for collecting food orders/money/RSVPs, ordering and picking up food, coordinating volunteers and setting up/tearing down the breakfasts. (We have two breakfasts a year)
6. **Think Fest Co-Chairs** Responsible for creating a science based theme and the logistics of the event, creating and distributing flyers, purchasing all items needed for the event and running the program the night of the event.

7. **Field Day Co-Chairs** Responsible for overseeing and organizing all games/events for the “all school” field day. Planning an end of the day performance with an outside vendor & DJ, purchase all equipment and food for the day, creating and distributing flyers and creating a signup genius for volunteers. Setting up and tearing down all games/equipment.

**Vice President of Volunteer Services\*** Responsible for overseeing volunteer coordinators and creating sign up genius forms..

1. **Work Room/Front Office Volunteer Coordinator** Responsible for creating and distributing a schedule of work room & front office volunteers.
2. **Miscellaneous Volunteer Coordinator** Responsible for recruiting volunteers for events as needed.

**Vice President of Hospitality\*** Responsible for overseeing the hospitality functions and events.

1. **Staff Appreciation Coordinator** Responsible for coordinating and executing all staff appreciation events including the Welcome Back Lunch at the beginning of the year, Staff Appreciation Week and any special staff appreciation events.
2. **Conference Dinner Coordinator** Responsible for coordinating the dinners for the teachers on conference nights. Also responsible for creating a signup genius for volunteers to donate meals, serving the meals to the teachers on conference nights (typically 3 times a year).
3. **Welcome Back Lunch Coordinator** Responsible for coordinating a Welcome Back Lunch for the staff at the beginning of the year (typically the day of Open House).
4. **Honor Roll Coordinators** Responsible for purchasing and serving a treat during lunch to honor roll students (three times a year). Also responsible for creating and distributing the Honor Roll awards and tickets.
5. **Fullest Potential Coordinator** Responsible for coordinating a breakfast twice a year for student recipients of the Fullest Potential Award (as determined by the teachers).