

Open PTO Board and Committee Coordinator Roles/Responsibilities 2017-2018

TO APPLY: Send your name, position wanted and brief personal write up by MAY 12, 2017

to secretary@demarestpto.org .

TITLE	OVERVIEW	TIME	LOCATION
BOARD POSITIONS- 2 yr term			
PTO President/Co- President	Oversee all PTO activities at CRS, LLE and DMS. Manage the Board meetings, and budget. Work closely with Principals, BOE, parents, staff and community. Requires strong management and diplomacy skills	All year active, management and involvement on weekly basis. Can be busy at times	virtual and in person
CRS Vice President	Oversee PTO activities at CRS. Attend all PTO meetings and confer with PTO Board on budgetary and other matters.	All year active, involvement on weekly basis. Can be busy at times	virtual and in person
LLE Vice President	Oversee PTO activities at LLE. Attend all PTO meetings and confer with PTO Board on budgetary and other matters.	All year active, involvement on weekly basis. Can be busy at times	virtual and in person
COMMITTEE COORDINATOR ROLES - 1 yr term			
CRS Class Parents	Assign class parents for each grade class, coordinate which class is responsible for parties/crafts, and encourage class parents to communicate with their classes regarding important PTO and community events.	All school year, active mostly in beginning of year and periodically throughout	virtual and in person
CRS Library Parents	Assign library parents on a monthly basis coordinating with Mrs Konight and school calendar.	All school year, with quarterly schedules produced.	virtual

DMS Musical	Coordinate with Porchlight Productions and school. Manage schedules, costumes, assist in play rehearsals, etc.	3 months in Fall/Winter - requires in person time	virtual and in person
LLE Class Parents	Assign class parents for each grade class, coordinate which class is responsible for parties, crafts, and encourage class parents to communicate with their classes regarding important PTO and community events.	All school year, active mostly in beginning of year and periodically throughout	virtual and in person
NVD Coalition	Coordinate and meet with NVD on ongoing efforts in the community.	All school year, periodic meetings	virtual and in person
PTO Newsletter	Gather info from PTO and community sources and produce weekly newsletter. Communicate with BOE office. Must have strong grammar and tech skills. Weekly effort thru entire school year.	Entire school year, weekly production of newsletters due Mondays	virtual
PTO Spring Fundraiser	Develop and manage Gala and online Auction. Requires a team.	3 months effort, heavy concentration near event	virtual and in person
4th Grade Moving Up	Work to create celebration for 4th grade including food, etc. Requires a team.	Spring 3 month effort	virtual and in person
8th Grade Dance	Work to create dance for 8th grade, picking venue, theme, music food etc Requires a team.	Spring 3 month effort	virtual and in person