

## Willagillespie PTO Board Nominations- Positions Overview

### **President (2-year term)**

They shall preside over general PTO meetings and Executive Board meetings, prepare agendas, serve as the official representative of the PTO to outside groups and school liaisons for staff, serve as an ex-officio member of all committees, and retain all official records of the PTO. The President shall fulfill Treasurer and/or Secretary duties as needed or assign them to another board member. The President shall work with vendors approved by the Executive Board and arrange details of printing, shipping, ordering, etc.

### **Vice-President/Communications**

They shall assist the president as needed. They will perform the duties of the president if the president is absent or unable to serve. If the president abdicates their position, the Vice President will assume that role for the remainder of the year. They will participate in executive board meetings, provide input for decisions and be an ambassador for the PTO and the school.

In addition, the Vice President will manage communications and marketing for the PTO, including PTO newsletters, email broadcasts and communications, websites, social media, etc. The Vice President, with the help of the President and the PTO Board, prepares and posts/distributes periodic PTO newsletters. This position is responsible for the PTO website, updating the site regularly and as needed.

### **Treasurer (2-year term) \*Not up for nomination in 2024\***

They shall be custodian of all organization funds and shall be authorized to disperse funds on behalf of the PTO as approved by the Executive Board and Members at Large. The Treasurer shall keep an accurate record of receipts and expenditures and pay out funds following the guidelines in Article VII of the bylaws. He or she will present an income and expense report at every regular meeting and upon request by the Executive Board. The Treasurer shall make a full report at the end of the academic year. The treasurer will also act as the chairperson for the Budget Committee.

### **Secretary**

The Secretary shall record and distribute to the Vice President the minutes of all Executive Board meetings and general PTO meetings. Meeting minutes shall be finalized, necessary approvals be obtained, and minutes be posted promptly. The Secretary shall retain all files of communications, papers, and documents belonging to the organization.

### **Volunteer Coordinator**

Help organize parent and staff volunteers for the school. Work with the board and school admin to compile a list of preferred volunteer activities, create sign-ups, and maintain a list of volunteers. Email volunteers about potential opportunities, and organize support for retention of volunteers. Attend school events for recruitment purposes.

### **Fundraising Coordinator**

Help facilitate fundraising committee. With the team, and in coordination with the board, create a plan for fundraising events. Potential fundraisers include: Fun Run, Restaurant Fundraisers- Organize “No Cook Night Out” calendar, Spooktacular, Book Fair, grant writing, and Corporate Sponsorships. Events that are fundraisers will have individual committees to help with planning and the Fundraising coordinator will not be expected to sit on those individual committees.

### **At Large Members may opt for one of these positions:**

#### **Events Coordinator**

In collaboration with the board and events committee, the Events Coordinator will propose an events calendar for the school year. This will be approved by the Executive Board during their August Meeting. They will organize and determine which events need committees and will propose such committees at the September PTO member meeting. The following are sub-committees of the Willagillespie PTO that shall fall under the Events Committee: Fun Run, Spooktacular, Family Nights, Popcorn Fridays, and Spring Carnival. The Event Coordinator will likely sit on these committees but may have another member chair such a committee.

#### **Hospitality Coordinator**

In collaboration with the board, the hospitality Coordinator shall be responsible for identifying events that fall under this category and determining which may need a sub-committee. They shall help organize events to promote school spirit, welcome new families to our community, and ensure that the teachers know how appreciated they are. The following are additional sub-committees that may fall under the Hospitality Committee: New Family Welcome Week, Teacher Appreciation Week, General Staff Appreciation, and parent/teacher conference support.

#### **School Support Coordinator**

The School Support Coordinator shall coordinate and assist with the following committees with the focus being on providing essential support for school services as we can and for establishing a good communication system between the PTO and School Administration and Classroom Teachers. The following are additional sub-committees that may fall under the School Support Committee: room parent coordinating, student achievement improvement assistance, and school improvement projects.

#### **5<sup>th</sup> Grade Celebration Coordinator/Point Person**

Help organize plans to celebrate our 5th-grade students as they transition out of Elementary School. The coordinator will help organize and implement a budget (in collaboration with the PTO board) and fundraising efforts.

#### **Willag Knocks out Hunger Coordinator**

Help organize procedures, volunteers, fundraising and purchasing for our Willag Knocks out Hunger Program. Facilitate communication and collaboration with the current partner, Grace Community Fellowship, and work on adding other community partners to ensure the longevity of the program.