

WHITTIER PTO

2017-2018 Vacant Leadership Roles

CO-PRESIDENT

DESCRIPTION OF ROLE | Preside at all meetings of the PTO and Executive Board. Be the official representative at monthly Coordinating Council meetings. Approve all newsletters, flyers, or notices and have approval by Principal prior to distribution.

EXAMPLE OF DUTIES | Plan and run monthly PTO meetings. Work w/Chairs & leadership when needed. Regularly check PTO mailbox for mail and follow up accordingly. Help in making decision in regards to PTO. Write PTO updates for the Greenleaf. Attend PTO Council meetings.

LEVEL OF COMMITMENT | 1-3 hours per week (average)

CO – VP FUNDRAISING

DESCRIPTION OF ROLE | Oversee fundraising efforts/events. Work with event chairs and at times chair events yourself if needed.

EXAMPLE OF DUTIES | Annual Trivia Night, Silent Auction, Provide support for Fun Fair and Fun Run

LEVEL OF COMMITMENT | 20 total hours to plan each major event

CO-CHAIR FUN RUN

DESCRIPTION OF ROLE | Aid in the coordination of Fun Run. This event is a healthy way of promoting positive character qualities and healthy habits while having fun supporting a cause. Gather pledges for the PTO and coordinate events leading up to the walk/run.

EXAMPLE OF DUTIES | Marketing - compose emails to parents and teachers, work with design to create posters, pledge packets and create Get Movin crew website content. Figure out what prizes to offer, order the prizes. At the day of the run, gather supplies (tent, tables, cones, flags, stickers, electricity, speakers, tunes), organize volunteers into teams, work with Debbie Dietz to schedule runs throughout the day.

LEVEL OF COMMITMENT | 30 hours total (including day of event itself), over 6 weeks -- half that amount if shared by 2 people

CO-CHAIR TRIVIA NIGHT

DESCRIPTION OF ROLE | Aid in coordination of activities for Trivia Night. Event takes place in January.

EXAMPLE OF DUTIES | Organize trivia night logistics: securing venue, MC, create committees for compiling trivia, securing volunteers for the event (set-up, spotters, check-in, drink tickets, clean-up), decide on decor theme and purchase necessary items, work w graphic designer volunteer to create signage, PowerPoint slides for trivia, and marketing leading up to event. Solicit 3-4 LIVE auction donations for LIVE AUCTION portion of evening.

LEVEL OF COMMITMENT | 20-30 hours total

CO-CHAIR END OF YEAR PICNIC

DESCRIPTION OF ROLE | Organize this all-school picnic to bring a close to another great year of learning, sharing, and fun

EXAMPLE OF DUTIES | Recruit volunteers, publicize the event, book the DJ, order and deliver food, oversee set up and clean up.

LEVEL OF COMMITMENT | 5-7 hours, including day of event
