

HINCKLEY PARENT-TEACHER ORGANIZATION (PTO) EXECUTIVE COMMITTEE JOB DESCRIPTIONS

Executive Committee (elected positions)

The Executive Committee consists of the President, 1st and 2nd Vice-Presidents, Secretary, Treasurer and School Principal. The Executive Committee meets with the school principal and newly elected officers in May/June to review budget and calendar for next upcoming year. The Executive Committee may meet once a month prior to the PTO meetings, if necessary. In addition to the responsibilities listed below, the Executive Committee shall perform other such duties as may be described in the PTO By-Laws (copy can be obtained in school office or to view, visit www.highlandschools.org and go to Hinckley Elementary PTO News.)

President – The President shall interact with the principal to review student, classroom and staff needs. The President shall preside at all meetings of the Organization, the Executive Committee, and the Advisory Board. The President shall communicate with all chairpersons of standing committees and be a member ex-officio of all committees except the Nominating Committee. The President shall review all pertinent guidelines/processes with each chairperson of standing committees. The President shall work together with the Technology Department and School Principal to maintain Hinckley Elementary PTO News section on webpage.

1st Vice President/Fund-Raising – The 1st Vice President shall research fund raising opportunities and recommend suitable fund-raising projects. The 1st Vice President shall chair a committee whose responsibilities will be the Fall and Spring Fund Raisers and any other fund-raisers decided upon. The responsibilities may include creating and distributing correspondence to students, tracking income, paper flow, filling orders, and obtaining and distributing prizes. The 1st Vice President acts as an aide to the President and shall perform the duties of the President in the absence of that officer.

2nd Vice President/Activities – The 2nd Vice President shall research activities and Family Fun opportunities (i.e. skate nights, bingo, movie night, ice cream social, etc.) for the school community. The 2nd Vice President shall work with the principal to organize and oversee such activities and any other PTO sponsored school programs. The 2nd Vice President is responsible for seeking volunteers to help with “Family Night” functions.

Secretary – The Secretary shall keep an accurate record of all meetings of the organization, the Executive Committee, and the Advisory Board. The Secretary shall preside in the absence of the President and Vice Presidents. A copy of the agenda and minutes of all PTO meetings shall be kept in the school office and one is attached to “School Daze” monthly. The Secretary shall compose and send PTO correspondence, as deemed necessary. The Secretary shall collect and file all Chair Person committee files at year end.

Treasurer – The Treasurer shall have custody of all the funds of the organization. The Treasurer shall keep a full and accurate account of receipts and expenditures, and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the President, Executive Committee, Advisory Board or membership. The Treasurer shall present a financial statement at every meeting of the Organization and at other times when requested by the Executive Committee or Advisory Board. A member(s) of the Executive Board or an outside certified public accountant shall examine the Treasurer’s accounts annually. Once satisfied that the Treasurer’s annual report is correct, the reviewing person(s) shall sign a statement of that fact at the end of the report.

HINCKLEY PARENT-TEACHER ORGANIZATION (PTO) STANDING COMMITTEE JOB DESCRIPTIONS

Advisory Board – The Advisory Board consists of the Executive Committee and all Chairpersons of Standing Committees.

Committee Chairperson (non-elected position) – The Committee Chairperson shall maintain a file that outlines guidelines or processes for their respective committee. The files are to be kept in the PTO file cabinet located in the Copy Room. In addition to the Committee Chairperson's job description noted below, other responsibilities of the Chairperson may include, and are not limited to the following: composing, copying and distributing information pertaining to their scheduled activity or project; submitting an article to be published in the PTO Newsletter; filing copy and budget request forms; and/or contacting volunteers listed on the Volunteer List sheet, as deemed necessary.

Art Gallery – The Art Gallery Chairperson shall work with the Art Teacher to frame and display students art work in the Student Art Gallery.

Babysitting Pool – The Babysitting Pool Chairperson shall obtain a list of individuals who volunteered to baby sit and create a schedule that outlines the names of volunteers and the event dates and times. The babysitting service is generally offered for PTO meetings, classroom parties, blood mobile, and end of year activities. A copy of the Babysitting schedule should be kept on file in the school office, and a copy sent to the President. The Chairperson shall make phone call or email reminders, as deemed necessary.

Blood Mobile – The Blood Mobile Chairperson shall coordinate with Red Cross representatives and School Principal all blood mobile dates, activities and assembly. The Chairperson shall work with committee members to send mailings, schedule/register blood donors, and make reminder phone calls. The committee shall coordinate volunteers needed for set up and clean up, the canteen, registration table, and babysitting.

Book Exchange – The Book Exchange Chairperson shall maintain an area designated for the book exchange by collecting books through donations or promotional book sales and separate books by reading level; work with the office staff to create a schedule for students to exchange books and assist the students with their selections.

Box Tops – The Box Tops Chairperson shall collect and count General Mills “*Box Tops for Education*” on a weekly basis. The Chairperson shall submit Box Tops for reimbursement on a timely basis. The Chairperson shall contact the Box Tops Rebate administrator to confirm program registration is current and in order, and periodically research if there are any special promotions being offered. This can be done via phone or internet contact. A monthly article outlining current status of rebate program should be considered for PTO Newsletter publication.

Buehler's Labels – The Buehler's Labels Chairperson shall collect and count Buehler's “*Our Family*” labels on a weekly basis. The Chairperson shall submit Box Tops for reimbursement on a timely basis. The Chairperson shall contact the Buehler's Rebate administrator to confirm program registration is current and in order, and periodically research if there are any special promotions being offered. This can be done via phone or internet contact. A monthly article outlining current status of rebate program should be considered for PTO Newsletter publication.

Button Maker – The Button Maker Chairperson shall be able to operate the button machine and provide buttons for school personnel, kindergarten students, and PTO volunteers, as requested. The Chairperson shall also make available to the school community based on orders placed.

Buzzard Day – The Buzzard Day Chairperson shall complete the appropriate request form with the Chamber of Commerce. The Chairperson shall work with committee members to set up and run a game booth for PTO on Buzzard Sunday, which is held in March. The committee may also coordinate a basket raffle and/or sell PTO merchandise.

Campbell Soup Labels – The Campbell Soup Labels Chairperson shall collect and count “*Campbell Soup UPC*” labels on a weekly basis. The Chairperson shall submit UPC Labels for reimbursement on a timely basis. The Chairperson shall contact the Campbell Soup Rebate administrator to confirm program registration is current and in order, and periodically research if there are any special promotions being offered. This can be done via phone or internet contact. A monthly article outlining current status of rebate program should be considered for PTO Newsletter publication.

Directory – The Directory Chairperson shall coordinate the accumulation of information and the printing and distribution of the student directory in a timely manner.

Fifth Grade Party – The Fifth Grade Party Chairperson shall work with committee members and school principal to organize last day party activities for 5th grade.

Flat Coupon Sale – The Flat Coupon Sale Chairperson shall contact and negotiate a price with a garden center, then sell and distribute coupons for flats of flowers in the spring.

Giant Eagle Apples – The Giant Eagle Chairperson shall send notification to the school community regarding the information and steps needed to register your Giant Eagle Advantage card to earn points for our school. The Chairperson shall contact the Giant Eagle Rebate administrator to confirm program registration is current and in order, and periodically research if there are any special promotions being offered. This can be done via phone or internet contact. A monthly article outlining current status of rebate program should be considered for PTO Newsletter publication.

Grounds/Beautification – The Grounds/Beautification Chairperson shall work with committee members to enhance and/or maintain the landscaping of school grounds. Primary responsibilities include weeding, mulching and pruning bushes in the court yard, front sign, and gym entrance. The Chairperson shall assist in obtaining a tree to be planted in honor of the Volunteer of the Year. The committee may seek donations and/or resources that provide materials at discounted or wholesale prices. The committee may help out with outside Earth Day activities in April.

Hospitality – The Hospitality Chairperson shall work with committee members to select a menu and organize food and paper product donations. The committee shall provide a simple dinner for the teachers on conference nights. The committee shall also organize the Academic Achievers Breakfast, Classified Staff Breakfast, and coordinate with Granger and Sharon Elementary schools in providing lunch for the staff and volunteers during Kindergarten Registration.

Library Birthday Book Gift Program – The Library Birthday Book Chairperson shall work with school librarian and organize a Birthday Book Gift Program. The Chairperson shall send information to students/parents that explains program; collect donations; and maintain the Birthday Book Bulletin Board that consists of names of those who participate in the program.

Market Day – The Market Day Chairperson shall communicate with the Market Day administrator to confirm program registration is current and in order, and periodically research if there are any special promotions being offered. This can be done via phone or internet contact. The Chairperson shall work with committee members to distribute order forms to school community, compile orders, submit the order and then oversee distribution and payment for the food, on a monthly basis. A monthly article outlining current status of fund raising program should be considered for PTO Newsletter publication.

Market Day Mailing – The Market Day Mailing Chairperson shall mail Market Day order forms to community members that no longer have a child attending the school.

Mother's Day Plant Sale – The Mother's Day Plant Sale Chairperson shall be responsible for the annual plant sale on the Thursday and Friday before Mother's Day. This entails contacting a garden center, ordering flowers, and organizing volunteers. The Chairperson shall work with committee members to organize the delivery of flowers to school and the sale of flowers to the students.

Nestle Go Play Labels *program discontinued* – The Nestle Go Play Labels Chairperson shall collect and count Nestle Go Play labels from water bottles on a weekly basis. The Chairperson shall submit Go Play for reimbursement on a timely basis. The Chairperson shall contact the Nestle rebate administrator to confirm program registration is current and in order, and periodically research if there are any special promotions being offered. This can be done via phone or internet contact. A monthly article outlining current status of rebate program should be considered for PTO Newsletter publication.

Nominating Committee – The Nominating Committee Chairperson shall work with committee members to seek individuals who may be interested in filling an Executive Committee and/or Standing Committee Chairperson position. The Chairperson shall begin to compile the list in March, and present the slate at the April PTO meeting. The slate for the Executive Committee will be proposed and voted upon at the April meeting.

Parent Volunteers – The Parent Volunteer Chairperson shall coordinate volunteers needed in the clinic, copy room, library and playground gleaned from a list of volunteer opportunities sent home and returned. The Chairperson shall maintain the volunteer list, establish schedules and forward to the volunteers. A copy of the Volunteer schedule should be kept on file in the school office, and a copy sent to the President.

Playground Renovation – The Playground Renovation Chairperson shall work with the school principal in determining the needs of the playground. The chairperson shall work with committee members to research companies who sell and install playground equipment. The committee may seek donations and/or resources that provide materials at discounted or wholesale prices. The committee may be inclined to run special fund raisers to acquire funding for playground equipment.

PTO Information Packet – The PTO Information Packet Chairperson shall coordinate the accumulation of information and the printing of the pertinent PTO information that is to be included in the Student Folder that is handed out to all students at the beginning of the school year. The Chairperson shall work with committee members in stuffing Student Folders with school office forms and PTO information. This is done the week before school begins.

PTO Newsletter – The PTO Newsletter Chairperson shall assemble the newsletter using submitted articles and information gathered from PTO meetings. The Chairperson will contact each Standing Committee Chairperson for articles/updates to be included in newsletter. The Chairperson shall copy, collate and distribute the monthly PTO Newsletter. Publication is sometime in the first or last week of the month, August through May. This is typically issued with the school newsletter, School Daze.

Rebate Coordinator – The Rebate Coordinator Chairperson shall research and recommend rebate programs to be implemented in our school. The chairperson shall communicate with the Rebate Chairpersons and assist with maintaining rebate accounts.

Room Parents – The Room Parent Chairperson shall design a flyer asking for Room Parents, Classroom Volunteers and At-Home Volunteers. The Chairperson shall coordinate a Room Parents organizational meeting in September. Responsibilities include arranging for sibling baby-sitting during the holiday parties. The Chairperson will touch base with the 5th grade farewell party planners.

Santa Shop – The Santa Shop Chairperson shall research and find a vendor who will provide products for the Santa Shop sale. The Chairperson shall coordinate Santa Shop dates with the school principal and vendor. The Chairperson organizes volunteer support, and sends notification to students detailing Santa Shop Week. The Chairperson shall work with committee members to run the Santa Shop in December. The committee may consider making hand crafted items to add to the inventory. Crafting work sessions may be scheduled. The committee shall count the inventory and set up the room for the shop. After the Santa Shop is over, the inventory is re-counted, re-packed and sent back to the company.

School Cash – The School Cash Chairperson shall coordinate the School Cash fund raising program with selected vendor company. The Chairperson shall distribute order forms to students, compile and submit orders, and schedule date for delivery of purchased gift cards to school. The Chairperson shall oversee inventory and distribution of gift cards to students/parents, and shall work with the PTO Treasurer for handling money and account reports. The Chairperson shall provide a monthly update at the PTO meetings. A monthly article outlining current status of fund raising program should be considered for PTO Newsletter publication.

School Supply Sale – The School Supply Chairperson shall obtain supply lists from the principal to order school supplies from SchoolKidz. The Chairperson shall distribute order forms to students, compile and submit orders, and schedule date for delivery of supplies to school. The Chairperson shall oversee inventory and work with committee members in the distribution of kits to classrooms. Any corrections/problems shall be handled within 30 days of delivery.

Student Garden – The Student Garden Chairperson shall work with committee members to enhance and/or maintain the Student Garden. Primary responsibilities include watering, weeding, mulching and pruning bushes, as needed. Occasionally, flowers may be planted. The committee may seek donations and/or resources that provide materials at discounted or wholesale prices. The committee may help out with outside Earth Day activities in April.

Student Creation Projects – The Student Creation Projects Chairperson shall coordinate student art projects sponsored by PTO. Projects include Harvest Creature and Poem Contest in October, Holiday Decoration Contest in December and Buzzard Drawing Contest in March. The chairperson shall work with committee members in organizing contests, obtaining prizes and displaying art work. The committee seeks staff assistance for judging art work/projects.

Spirit Wear / T-Shirt Sale – The Spirit Wear / T-Shirt Sale Chairperson shall arrange for and approve the designs for Hinckley apparel, to be received in time for Christmas, and also is responsible for flyers, sales and distribution of the items.

Tyson Project A+ Labels – The Tyson Project Chairperson shall collect and count Tyson Project A+ labels on a weekly basis. The Chairperson shall submit the Tyson labels for reimbursement on a timely basis. The Chairperson shall contact the Tyson rebate administrator to confirm program registration is current and in order, and periodically research if there are any special promotions being offered. This can be done via phone or internet contact. A monthly article outlining current status of rebate program should be considered for PTO Newsletter publication.

Volunteer Appreciation – The Volunteer Appreciation Chairperson shall work together with school principal and staff in organizing the Volunteer Appreciation Brunch. The school staff hosts the brunch and provides the food. The Chairperson shall work with committee members, staff, and 5th Grade Student Leaders to set up and decorate for event.

Winterfest – The Winterfest Chairperson shall work with school principal and committee members in organizing the PTO Winterfest held in December. The Chairperson shall oversee sub-committees that include the following: Basket Raffle, Craft Room, Food & Beverage, Games and Santa Village. The committees work together to organize a family fun event for the school community.