

PTO Board Position Descriptions

Executive Board

President-Elect/Vice-President, President, and Past President (*Open Position*)

This is a three-year term, which requires two prior years' experience on the PTO Board.

- First year – President-Elect/Vice-President:
 - Chairs the Buddy Family Program for new families and assists the President
 - Serves as an advisor to Party Packs, Tiger Bucks, Tiger Market, and Used Uniforms
 - Manages and updates content on the online SVdP Store.
- Second year – President:
 - Oversees all PTO events, services, budgets, meetings, and all fundraising activities
 - Serves as an advisor to Auction, Back to School, Book Fair, Breakfast with Santa, and Style Show
 - Works as a liaison between the PTO Board, school parents, and School administration regarding PTO matters
 - Becomes an ex-officio School Board member, and attends School Board meetings
- Third year – Past President:
 - Advises the President and oversees the PTO's nomination/election process.

Communications VP (*Open Position*)

- Coordinates and reviews all of the communication efforts from the PTO to the School, Parish, and community
- Manages and updates the PTO's online content, both on the school's public website (www.saintvincentschool.org) and on the Edline PTO page and calendar, with the exception of the online SVdP Store.
- Serves as an advisor to Public Relations, Room Parent Coordinator, Sports Representative, and Tiger's Roar Yearbook
- Serves as a liaison between the PTO and the school administration to the Tiger's Mouth Newsletter

Secretary (*Open Position*)

- Records and distributes PTO meeting minutes and tracks PTO meeting attendance
- Works with the School Principal and PTO President to coordinate speaker events
- Oversees PTO stationery/supply inventory, schedules meeting space for standard monthly meetings, and assists the President with preparing PTO Director notebooks
- Serves as an advisor for Cabrini Festival, Career Fair, Enrichment, Hospitality, and Performing Arts

Treasurer - Gentine Meagher – This position is in its second term

This is a two-year term, which requires financial/budgeting experience

- Maintains all the financial records of the PTO. Duties include the following:
 - Working with the President to obtain, review, and input budgets from applicable PTO Directors
 - Reviewing and approving all PTO check requests (disbursements) and PTO deposits
 - Reconciling PTO financial records to the school ledger on a monthly basis, including online credit card sales and swiper sales
 - Reporting to the school any taxable sales of PTO items on a quarterly basis
 - Preparing and distributing the monthly PTO Treasurer Report to be presented at each PTO meeting
- Is responsible for itemizing, depositing, and reporting all funds received during Back to School
- Serves as a financial advisor to all Directors, and has active roles as Back to School Check-out chair and Auction Finance chair

- In the second year of the term, the Treasurer will begin training the newly elected Treasurer immediately. The incoming Treasurer will be copied on emails and meetings to become more acquainted with the position.

Directors

Auction (*Appointed Position*)

This event is typically held in late January or February.

- Coordinates the annual Auction and Gala, which is the major fundraiser for the PTO
- Selects and oversees the Auction committees, including: Acquisitions (Silent, Big Board, and Live items), Art Projects, Décor, Finance, Food/Beverage, Information Systems, Parties, Reservations, and Underwriting
- Works with School personnel on securing contractual agreements related to the Auction
- Works with the School Principal to select *The Spirit of Saint Vincent de Paul Award* honoree(s) and Paddles Up initiative.
- May utilize the online SVdP Store for merchandise and/or event ticket sales

Back to School (*Open Position*)

This event is held just prior to the start of school in August.

- Coordinates event for parents to purchase PTO-sponsored items such as yearbooks, Used Uniforms, Party Packs, and Tiger Market spirit gear.
- Coordinates the attendance of the various School clubs and extracurricular programs
- Manages communications, set-up, decorations, volunteers, check in, and clean-up
- Works with the PTO Treasurer to create the invoice
- May work with the President-Elect/Vice-President to implement online sales for non-PTO initiatives, as necessary
- Coordinates the volunteers for school supply delivery to the classrooms prior to the start of school

Book Fair (*Open Position*)

This event will be held in November. Net proceeds benefit the School library.

- Works closely with the School librarian to coordinate this event
- Manages committee selection, Family Night activities, class visits, library gifts, class competition parties, author selections, and author presentations
- May utilize the online SVdP Store for merchandise sales

Breakfast with Santa (*Open Position*)

This event will be held in early December.

- Coordinates annual Parish-wide event where families enjoy breakfast, holiday shopping, crafts, and photos with Santa
- Manages the event and committees: Decorations, Publicity, Invitations, Crafts, Food, Photos with Santa, and a vendor Market
- May utilize the online SVdP Store for merchandise and/or event ticket sales

Cabrini Festival (*Open Position for 2016-2017*)

Either Cabrini Festival or Career Fair will be held in the spring each year, at the discretion of the School Principal. Cabrini is an International festival.

- Works closely with a committee to coordinate this event to highlight a specific country
- Coordinates class presentations, ceremonies, and curriculum ideas

Career Fair *(This Position will not be slated in 2016-2017)*

Either Career Fair or Cabrini Festival will be held in the spring each year, at the discretion of the School Principal. Career Fair is an enrichment program highlighting career options.

- Works closely with the School Counselor(s) to coordinate the presenters for this event to highlight various occupations
- Assists the School Counselor(s) as needed to coordinate class presentations, professional visits, and curriculum ideas

Enrichment *(Open Position)*

- Works with the School Counselors to suggest and help implement programming to continue to foster a respectful school environment
- Works with the School administration to develop Tiger Pride days (honoring both sports and academics)
- Assists the School administration as needed to develop "Power of One" (Red Ribbon) Week
- Works with the School administration and faculty to coordinate treats for Catholic Schools Week Academic Pep Rally honorees
- Serves as the liaison for the +Works steering committee

Hospitality *(Open Position)*

- Provides hospitality support for SVdP faculty, staff, and School community
- Facilitates many activities through a committee: refreshments and gifts for monthly teacher birthdays, Back-to-School Coffee, Grandparents' Day reception, and other such events
- Coordinates the Catholic Schools Week faculty luncheon, Teacher Appreciation Week events, and PTO Appreciation luncheon
- Coordinates bereavement/illness assistance on behalf of the PTO Board

Party Packs *(Open Position)*

- Selects contents of student birthday Party Packs
- Coordinates purchase and delivery to students throughout the school year
- Is responsible for sales and marketing of Party Packs
- May utilize the online SVdP Store for merchandise sales

Performing Arts *(Open Position)*

- Works closely with the School's music department to coordinate volunteer efforts for School performances, such as Grandparents' Day, Christmas Program, and Spring Musical
- May coordinate volunteer efforts for Jazz Night
- May utilize the online SVdP Store for merchandise and/or event ticket sales

Public Relations *(Open Position)*

- Works closely with the Communications VP and Director of Advancement to publicize and communicate School news in local media
- Works with PTO Directors, Director of Advancement, and school parents to gather and promote newsworthy events at SVdP

Room Parent Coordinator *(Open Position)*

- Works with teachers and PTO volunteers to create classroom sign-up sheets prior to the start of school
- Selects room parents for each class and distributes finalized classroom sign-up sheets to each room parent for use at Back to School
- Keeps room parents informed of all pertinent events and information during the year and ensures that all communications sent have been approved by the Communications VP
- Handles any special projects that may arise during the year that involve all grade levels
- Coordinates teacher gift collections at Christmas and at the end of the school year
- Coordinates the grade level service projects with the School staff and room parent volunteers

Sports Representative *(Open Position)*

Director in this position should have prior experience as a parent of a child with involvement in the Athletics Program at SVdP.

- Works with the Athletic Director and Coaches of each sport to select a team parent for each of the school's sports teams. The Sports Representative is present at the initial team meetings to offer support and to confirm that the proper forms are collected.
- Maintains Permission to Leave forms for each sports until end of season.
- Provides support to the Athletic Director and Coaches in managing and updating the online SVdP Store content for athletic merchandise and/or other athletic fees.
- Oversees coaches' gift collections for each sport following the process noted in the *SVdP PTO Cash Gift Collection Procedures*
- Works with each sports' team parent and team photographer to gather newsworthy content and communicate this content to the PTO Public Relations Director and school administration for publication purposes.

Style Show *(Open Position)*

This event will be held in late April or early May and honors the 8th grade graduating class.

- Coordinates a committee and oversees the annual Style Show and Luncheon
- Works with the School Principal to select Legacy of Excellence awardee(s), site/venue, food, models, invitations, publicity, volunteers, producers, and clothing suppliers
- May utilize the online SVdP Store for event ticket sales

Tiger Bucks *(Open Position)*

- Coordinates, markets, and promotes "Free Money" programs where SVdP receives proceeds
- Programs include Box Tops for Education, Amazon.com, Shop-a-thon, Family Restaurant Nights, and retail/grocery loyalty programs

Tiger Market *(Open Position)*

- Oversees the selection, marketing, sales, and distribution of SVdP-themed merchandise and spirit items
- Manages and updates the Tiger Market component of the online SVdP Store

Used Uniforms *(Open Position)*

- Manages the sorting, cleaning, storing, selling, and distribution of used uniforms at Back to School and other PTO or School-sponsored events throughout the year
- Works with a committee to manage the Lost & Found to return labeled items to their owners
- Coordinates the distribution of unsold merchandise to charity or the Guayaquil Mission

Yearbook *(Open Position)*

- Designs, edits, and produces the School's yearbook, "The Tiger's Roar", with a yearbook vendor
- Works with a committee to gather and take photos of School events throughout the year
- Coordinates photos through the room parents and other PTO Directors
- Is responsible for vendor evaluation, ad sales, and the marketing and distribution of the yearbook
- May utilize the online SVdP Store for yearbook sales and/or ad sales