

## Responsibilities

### Board Members:

**Co-President**- Conducts all executive and general PTO meetings. The president is automatically a member of all committees. Works with Board Members/Principals/Teachers in writing grant proposals.

**1<sup>st</sup> Vice-President**- Works with the Co-Presidents/Principals to coordinate volunteers for school sponsored events. Works with the Principals/Guidance Counselors on Humanitarian projects (i.e. nurse & memorial book donations). Responsible for special fundraising activities. Responsible for overseeing specific committees as designated by Co-President. Works with Board Members/Principals/Teachers in writing grant proposals.

**2<sup>nd</sup> Vice-President**- Coordinates student orientations at beginning of the year. Coordinates teacher/staff appreciation week in May. Responsible for getting all SV School Board meeting minutes from the office and reporting relevant information at the monthly meetings. Responsible for publishing and copying/distributing (via e-mail) PTO newsletter on a monthly basis as well as maintaining the PTO Bulletin Boards in both of the school lobbies. Works with website committee to make sure information is up to date. Responsible for overseeing specific committees as designated by Co-President. Works with Board Members/Principals/Teachers in writing grant proposals.

**Secretary**-Records all business transacted at the monthly meetings as well as arranges for refreshments. Keeps copy of PTO documentation. Sends out monthly meeting reminders. Is the chairperson of the nomination committee. Responsible for all PTO correspondence (i.e, thank you, sympathy, get well cards). Works with Board Members/Principals/Teachers in writing grant proposals.

**Treasurer**-Keeps a detailed/accurate account of all funds. Is the chairperson of the budget committee. Provides a financial statement at all meetings. Works with Accountant to file year end tax returns. Oversees all committees working with PTO funds. Works with Board Members/Principals/Teachers in writing grant proposals.

### Committee Chairs:

**Assemblies**-The PTO sponsors several educational assemblies for both Elementary and Middle schools. The committee chairs work with the Co-Presidents/Principals to select educational assemblies. Each chair helps to coordinate each assembly throughout the school year and monitors costs to keep in line with the PTO budget.

**Beach Blast (6<sup>th</sup>)**- This event is a wonderful send off as our children enter the Seneca Valley Middle School. The committee chairs head up parent volunteers, organize and oversee all facets of the event. The event is held in the evening at the end of the school year.

**Bike Rodeo**- This event helps students recognize the importance of bike safety which includes bicycle & helmet checks as well as a riding course that tests their skills. The committee chairs work with Rowan PTA, Cranberry Twp. Police and UPMC Passavant Cranberry Staff to set up a Bike Rodeo as well as arranges for parent volunteers to work the event. This event is held in the Spring.

**Book Fair**-The PTO offers two opportunities to bring books to our kids by holding a Fall and Spring Book Fair. Both fairs are six full days, one half day and one evening in the Fall & Spring. The students visit the fair during their classroom library time. Each committee chair helps to organize and oversee all aspects of the Fall & Spring Book Fair including scheduling parent volunteers to work the fair. They also work closely with the Librarian. Additionally in the Fall we hold an annual Barnes & Noble day, typically on a Saturday. The committee chairs work closely with the Co-Presidents/Principals & staff to help coordinate this event.

**BoxTops/Tyson**- We participate in these easy money fundraisers to help fund various projects. The committee chairs collect, count and mail box tops/Tyson labels in accordance to the program regulations.

**Campbell's/Ink Cartridges/Giant Eagle** - The PTO participates in these point programs to keep our administrative costs low as well as obtain school supplies/equipment for the school. The committee chairs collect, count and mail Campbell's labels in accordance to the program guidelines. Additionally, they register our school online with Giant Eagle and track the monthly points. At the end of the school year, they work with Co-Presidents/Principal's to order school supplies/equipment from the earned points. They are also responsible for collecting and turning in used ink cartridges once a month to OfficeMax & Staples in accordance with the program guidelines. The PTO uses these credits to purchase paper as well as school/office supplies.

## Responsibilities

### Committee Chairs (continued):

**Directory/Membership-** The PTO distributes a student directory to all PTO members. The committee chairs collect information, type, copy, and distribute the student directory which is done at the beginning of the school year. Additionally they collect membership dues, record and maintain a membership list and transfer necessary information to all PTO Board of Directors and Committees.

**Family Fun-** The PTO sponsors family oriented events that involve both Elementary and Middle School students, parents, teachers & staff the opportunity to get together and enjoy an evening of fun activities. The committee chairs are responsible for planning & overseeing these events throughout the school year as well as arranging for volunteers to staff the events.

**Fundraiser -** The committee chairs are responsible for coordinating all aspects of the PTO fundraiser in the Fall including arranging for parent volunteers to help with distribution.

**Holiday Shop-** The PTO offers an opportunity for students to purchase holiday items at a discounted price. The committee chairs work with the vendor, selects & inventories items and coordinates the sale. Holiday Shop is held for several days/evenings in late November or early December.

**Market Day-** Market Day is a program where you can buy restaurant quality food at grocery store prices. The committee chairs coordinate with the Market Day Representative and are responsible for distribution of order forms as well as collection and input of orders on a monthly basis. Additionally they will distribute products in the evening once a month and arrange for parent volunteers to help with distribution.

**Save for America-** This program allows students the opportunity to bank at school by making deposits weekly into their own bank account. Each committee chair coordinates with Nextier bank and the Save for America program. Additionally they arrange for parent volunteers to help with the banking on Wednesday mornings from 8:00am-8:45am in the computer lab.

**School Store-** The PTO offers opportunities for our students to shop our Elementary and Middle School Stores throughout the year to get a few supplies and some fun items. The committee chairs order merchandise, keep inventory and operate the School Store two mornings every other month. Additionally, they arrange for parent volunteers to work the school store.

**Spirit Wear-** The PTO offers an opportunity for students to show their school spirit by selling SV merchandise. Committee chairs are responsible for working with a vendor and selecting merchandise. Additionally they are responsible for the sale & distribution of purchases to buyers.

**TAG-** The PTO encourages knowledge of Art through the Traveling Art Gallery. Each committee chair coordinates with the art dept. in arranging volunteers to present prints to each classroom.

**Teacher/Staff Luncheon-** Responsible for teacher/staff luncheon which is held before the start of the school year. The committee chair is responsible for coordinating PTO volunteers to help with the set-up and clean-up of the luncheon.

**Vendor/Craft Expo-** The PTO holds an annual Vendor/Craft Expo in the Fall where participants can come and display their wares. The committee chairs coordinate all aspects of this event which includes contacting vendors/crafters to participate, posting advertisements/signs and distributing flyers prior to the event. Additionally they are responsible for set-up/clean-up of event as well working the day of the event. This event coincides with the Fall Fundraiser pickup. This is a fantastic opportunity for individuals who want to get involved but coming into the school is a challenge. You are supplied with a contact list and all preparations prior to the event that can be done from home over the summer months.

**Website-** Responsible for keeping the Haine PTO website up to date. Works closely with 2<sup>nd</sup> Vice President.

**Yearbook-** The PTO offers a yearbook to the student body for both the Elementary and Middle Schools. The committee chairs oversee the photos, layouts and all other prep work on the both yearbooks. Additionally, they are responsible for the sale and distribution of the yearbook.