

Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one evening every other month to conduct PTO business. Anyone can attend. General meetings will be held at least twice per school year: one in August to approve the budget and schedule of events, once in May to elect officers. Elected officer positions are 2 year terms.

Elected Officers

President/Chairperson – serve as leader and key contact for the PTO, preside over all PTO meetings, ex-officio member of most committees, appoint chairpersons for special committees, coordinate the work of the officers and committees so that the PTO's objectives can be met. (effort: year round, on going)

Vice President/Chairperson – act as an aide to the President/Chairperson, perform duties of the president in the absence or inability of that officer to serve, assume other responsibilities as assigned by the executive board, coordinate the general activities of any Special Committees created by the executive board. Ideally – is willing to serve as president in the future. (effort: year round, time varies depending on roles)

Secretary – keep the minutes of all general meetings and all meetings of the executive board, prepare correspondence and perform all other duties assigned, maintain master documents on google docs, help recruit committee chairpersons for all vacant standing committees of the board, keep calendar of events for the PTO. (effort: 3-4 hours per month, includes attending meetings and typing up minutes)

Treasurer – be responsible for and have custody of all funds, make disbursements as properly authorized, be present at all PTO events where money will be collected, assure that PTO policies and best practices are followed with regards to funds, prepare financial reports for each meeting and as needed, prepare books for annual audit, responsible for all bills and financial documents. (effort: 4-5 hours per month, average)

Chairs and Other Positions (Remember, these are committees - there should be volunteers to help)

Volunteer Coordinator – coordinate volunteers for PTO events and school activities, collect list of general volunteers at beginning of year and for special events, assure that volunteer data is recorded and available for both the board and teachers, work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs. (effort: on-going, year round, time peaks with a few big events. Average 3 hours per month, but could range 0-8 hours per month during events)

Fundraising – manage the coordination of the PTO's fundraising activities, including donations for BINGO/Silent Auction, family nights where a restaurant or recreation center hosts a "Ridgeview Night". (effort: ongoing for donation collection, 1-2 hrs each for family nights)

Garden – responsible for coordinating resources, volunteers, students and teachers around garden projects. (effort: 1-2 hours per week during growing season)

Popcorn – responsible for the popcorn machine, scheduling of parent volunteers, maintaining popcorn supplies, being present at popcorn Fridays and coming in at 8am to start popcorn machine. (effort 3-4hrs on popcorn Fridays throughout the year)

Yearbook – oversee the production of the yearbook including determining the yearbook vendor, collecting and organizing pictures, responsible for order forms and funds for the project. (effort: ongoing throughout school year)

WOWs – oversee the distribution of WOW prizes including purchasing and organizing prizes, set up and clean up of the WOW table and manning the table weekly (effort: 1 hour per week)

Community Outreach – oversees all events related to outreach at Ridgeview. This is not limited to, but will include, Holiday Food Drives and clothing drives. (effort: 2-3 hours per week during food drive and during other outreach events)

Events – recruits chairpersons for all events and assign responsibilities, oversees the organization and execution of all PTO related events. (effort: on-going, year round, time peaks with a few big events. Average 3 hours per month, but could range 0-8 hours per month during events)