

PTO Co-President Job Description

Meetings

Meet/confer w/B. Turner on regular basis (*mutually agreeable times – usually 1x/mos. or as needed*)

Attend PTO council meetings (*1x / month --- only 1 person needs to attend*)

Attend Middle school PTO presidents/principals meetings (*3x/yr – only 1 co-president needs to attend*)

Responsibilities

All events should have at least one chairperson that reports to the co-presidents (*follow-up with chairperson while planning and during/after the event*)

With assistance of volunteer coordinator, find/assign chairperson for each PTO event (*usually someone from previous year's committee will agree to chair the event*)

Arrange for coffee set-up & clean-up for periodic principal's coffee (*4-5 x/yr -- set-up can be done either afternoon of day before or that morning. Set-up & clean-up each take approx. ½ hr.*)

Set dates for PTO events for following school year calendar (*1-2 mtgs/year*)

Meet with PTO board members to set budget for next school year (*1x/yr*)

Purchase/distribute PTO gifts for school office staff & custodians (Dec & June) (*usually gift cards*)

Make sure building permits are filed for school usage (*one page form done online, usually by committee chair*)

Coordinate with fundraising chairperson on any fundraising campaigns (*as needed*)

Arrange 2-3 PTO meetings/year - could be with featured speaker or teamed with another middle school

Communications (these will be easier to produce with proposed tech changes)

PTO News newsletter (usually weekly using Constant Contact – can be delegated to sub-committee)

Community News newsletter (done by the Community Newsletter editors every other week using Constant Contact)

Website (updated on an as-needed basis)

List of PTO-Sponsored "Events"

Welcome back teachers' luncheon (just before school starts) / Teacher Appreciation Luncheon/Breakfast (end of year)

Back to school picnic (1st week of school)

Principal's coffees (approx 4 or 5 during school year)

PTO meeting w/ principal (Sept.)

Back to school night (late Sept/early Oct – coprez do not run this but does participate)

6th grade event (late Oct) / 8th grade Moving Up ceremony (June – committee assists with this, school runs ceremony)

Assist BT with school council member recruitment (Oct)

Compile & publish directory (Oct/Nov) / Directory cover art contest (Oct/Nov)

Faculty Foul-Ups (Feb)

Bingo night/Progressive Dinner/fundraising events (school year)

Teacher grants (March)

Mid-Winter Coffeehouse (tentative – Feb.)

"Thank-a-Teacher" holiday book drive (December)

NewtonServes (May)

Book Fair (May)