

TRUCKEE HIGH SCHOOL PTO BOOSTERS

BOARD & VOLUNTEER POSITIONS

No one needs to do everything alone! Many of these positions can be shared between two or more volunteers. The goal is to divide the work into manageable pieces so nobody is overwhelmed. We are here for each other!

Time commitments are estimates. Some roles are busier during certain times of the year, while others require only occasional attention.

We value all levels of involvement. Whether you can commit to a Board position, coordinate a committee, help at a few events or volunteer for a single game, there is a place for you with THS PTO Boosters.

BOARD POSITIONS

President

Typical time commitment: 4–8 hours/month; more during events and busy periods

- Lead monthly Board and PTO Boosters meetings.
- Work with the Secretary to develop meeting agendas.
- Serve as the liaison between PTO Boosters and THS Leadership, including communication with the Principal.
- Maintain governance in accordance with Roberts Rules of Order
- Help establish priorities and goals for the organization.
- Coordinate with Board members and committee leads to ensure PTO activities are moving forward.
- Co-sign bank account with Treasurer.
- Represent PTO Boosters at THS events.
- Attend monthly Board and General Meetings.

Co-President / Vice President

Typical time commitment: 4–8 hours/month; more during events and busy periods

- Support the President and Board with projects and ongoing PTO activities.
- Step in for the President when needed.
- Take the lead on specific projects or committees as assigned.
- Help coordinate PTO Boosters activities and events.
- Represent PTO Boosters at THS events.
- Attend monthly Board and General Meetings.

Treasurer

Typical time commitment: 4–8 hours/month; more during tax/reporting periods

- Maintain the PTO Boosters budget and financial records.
- Track and categorize transactions using Square and Quicken.
- Manage accounts payable, reimbursements and receivables.
- Prepare monthly financial/budget updates for Board and PTO meetings.
- Manage access to the Plumas Bank account and add/remove authorized signers as needed.
- Complete required annual financial filings, including Form 990-N.
- Submit the required Information Update to the California Secretary of State to maintain 501(c)(3) status.
- Work with the Board to monitor income and expenses and ensure spending aligns with the approved budget.
- Represent PTO Boosters at THS events.
- Attend monthly Board and General Meetings.

Secretary

Typical time commitment: 4–8 hours/month

- Manage the PTO Boosters email account, including forwarding and responding to emails as needed.
- Send meeting invitations and reminders.
- Work with the President to prepare meeting agendas.
- Take and distribute meeting minutes to Board members and PTO members.
- Post approved meeting minutes to the PTO Boosters website.
- Each week, provide relevant PTO Boosters information to the Principal for inclusion in the *Sunday Wolverine Weekly*.
- Check the PTO Boosters mailbox at THS and distribute mail as appropriate.
- Create and manage SignUpGenius forms for Honor Roll Breakfasts and other PTO events.
- Complete the School-Connected Organization Annual Re-Authorization each August.
- Help maintain organizational records and calendars.
- Represent PTO Boosters at THS events.
- Attend monthly Board and General Meetings.

Board Members at Large

Up to 5 positions, Typical time commitment: 2–6 hours/month, plus projects or events

- Serve as voting members of the Board.
 - Assist with Board responsibilities and special projects.
 - Take the lead on specific committees or coordinator positions.
 - Provide input and support on PTO Boosters priorities and decisions.
 - Help with volunteer recruitment and events.
 - Represent PTO Boosters at THS events.
 - Attend monthly Board and General meetings.
-

COMMITTEE & COORDINATOR POSITIONS

Snack Shack Manager

Typical time commitment: 4–8 hours/week during fall game seasons and large orders. Much less for winter and spring sports. varies by game schedule

- Manage central purchasing and inventory for the snack shacks.
- Place and coordinate vendor orders.
- Monitor inventory and identify purchasing needs based on current and historical data.
- Coordinate with Snack Shack Stocker and Team Liaisons regarding inventory and restocking.
- Help unload deliveries and stock snack shacks as needed.
- Help establish consistent procedures for opening, closing, stocking, and operating snack shacks.
- Attend monthly Board/PTO meetings.

Snack Shack Administrator

Typical time commitment: 1–4 hours/week during fall game seasons and large orders. Much less for winter and spring sports. varies by game schedule

- Obtain sports schedules from the Athletic Director during the summer, keep in communication for any changes.
- Create and maintain SignUpGenius schedules for snack shack volunteers.
- Maintain lists of volunteer hours from SignUpGenius and written logs, report on verified and scheduled team and club volunteer hours for Booster Bucks awards.
- Export Square transactions, track cash sales, ensure cash is deposited.
- Work with the Snack Shack Stocker to attend stadium games and check in with Snack Shack volunteers.
- Work with the Snack Shack Stocker to help ensure supplies are stocked and operations are running smoothly.
- Work with the Snack Shack Stocker to be available to answer questions and help troubleshoot any issues that arise during games.
- Attend monthly PTO Boosters meetings when possible.

Snack Shack Stocker

Typical time commitment: 3–6 hours/week during fall game seasons and large orders. Less for winter and spring sports. varies by game schedule

- Take inventory or communicate with Liaisons following games and communicate restocking needs to the Snack Shack Coordinator.
- Help unload deliveries and stock snack shacks.
- Pick up supplies from Chef's Warehouse, Costco or other vendors as needed.
- Assist with maintaining organized and well-stocked snack shacks.
- Work with the Snack Shack Manager to attend stadium games and check in with Snack Shack volunteers.
- Work with the Snack Shack Manager to help ensure supplies are stocked and operations are running smoothly.

- Work with the Snack Shack Manager to be available to answer questions and help troubleshoot any issues that arise during games.
- Attend monthly PTO Boosters meetings when possible.

Snack Shack Team Liaisons

Typical time commitment: 1–2 hours/week during assigned sports seasons

- Serve as the primary contact for a specific snack shack/team.
 - Work with the Snack Shack Coordinator and Stocker to communicate inventory and restocking needs.
 - Coordinate opening and closing volunteers.
 - Help ensure the snack shack is ready for games and events.
 - Communicate game schedules and changes to the appropriate volunteers, ensure Sign Up Genius are correct and update as needed.
 - Attend monthly PTO Boosters meetings when possible.
-

Sponsorship Committee Director

Typical time commitment: 2–4 hours/month; more at the beginning of the year (August)

- Develop and maintain relationships with local business sponsors.
- Solicit and secure new sponsors.
- Collect and coordinate sponsor logos, banners and other recognition materials.
- Coordinate with the THS Yearbook to include a PTO Boosters sponsor page.
- Submit sponsor logos and information for recognition on the PTO Boosters website.
- Submit sponsor information for recognition on PTO Boosters social media.
- Track sponsor commitments and ensure sponsors receive the recognition promised.
- Attend monthly PTO Boosters meetings when possible.

Volunteer Coordinator

Typical time commitment: 1–3 hours/week during busy seasons

- Recruit and retain PTO Boosters volunteers.
- Maintain awareness of volunteer needs throughout the school year.
- Make sure volunteers understand their responsibilities and have the information they need.
- Help create a welcoming and positive volunteer experience.
- Attend local community events when appropriate to increase PTO Boosters awareness.
- Identify and communicate with sport and club liaisons about upcoming volunteer needs.
- Coordinate with the Board and committee leads to fill open volunteer positions.
- Attend monthly PTO Boosters meetings when possible.

Club / Team Liaisons

Typical time commitment: 1–2 hours/month per team or club; more during busy seasons

- Serve as the PTO Boosters point of contact for an assigned sport, team, or club.
- Communicate with coaches, school staff, and club/team leaders regarding schedules, events, and updates.
- Communicate PTO Boosters opportunities and information to team/club families.
- Help identify volunteer needs for games, events, and snack shacks.
- Send email communications or volunteer requests as needed.
- Attend monthly PTO Boosters meetings when possible.

Spirit Wear Coordinator

Typical time commitment: 1–3 hours/week; more during peak ordering periods if we go with online ordering

- Manage spirit wear inventory and purchasing.
- Coordinate ordering of new spirit wear items.
- Work with Snack Shack Liaisons to ensure spirit wear is available for sale at appropriate events.
- Establish and periodically review pricing.
- Coordinate sales and promotions as needed.
- Work with the Website Manager to maintain accurate online inventory.
- Manage and fulfill online spirit wear orders.
- Attend monthly PTO Boosters meetings when possible.

Social Media Manager

Typical time commitment: 1–2 hours/week

- Manage PTO Boosters Facebook and Instagram accounts.
- Promote PTO Boosters events, information, volunteer opportunities, fundraisers and activities.
- Recognize THS accomplishments on social media.
- Highlight PTO Boosters volunteers, sponsors, and community partners when appropriate.
- Coordinate with the Board, THS staff and other committee leads to gather content.
- Tag other THS groups in posts when appropriate.
- Attend monthly PTO Boosters meetings when possible.

Website Manager

Typical time commitment: 1–2 hours/month; more when updates are needed

- Maintain and update the PTO Boosters Wix website.
- Keep event, volunteer, sponsorship and organizational information current.
- Add or update forms, links and other resources as needed.
- Coordinate with the Board and committee leads to ensure information is accurate and up to date.
- Update sponsor recognition and other website content as needed.
- Attend monthly PTO Boosters meetings when possible.

Fundraising Coordinator

Typical time commitment: 2–4 hours/month; varies by fundraiser

- Research and identify fundraising opportunities.
- Present potential fundraising ideas to the Board for consideration.
- Coordinate and implement approved fundraising activities.
- Recruit volunteers and coordinate logistics for fundraisers.
- Track fundraising results and provide updates to the Board.
- Work with the Treasurer to ensure fundraising activities and expenses remain within the approved budget.
- Help develop a sustainable fundraising plan for PTO Boosters.
- Attend monthly PTO Boosters meetings when possible.
- Explore donation and fundraising opportunities for the Caring Parent Fund

Season Sports Pass Manager

Typical time commitment: 1–2 hours/month during the sports season; additional time at the beginning of the season

- Work with the THS Athletic Director to coordinate setup and administration through Hometown Ticketing.
- Promote the PTO Boosters Season Sports Pass.
- Ensure PTO Boosters has a presence selling memberships at home games, especially season openers.
- Ensure PTO Boosters receives payments from Hometown Ticketing.
- Provide sales and revenue updates to the Treasurer and Board.
- Attend monthly PTO Boosters meetings when possible.

Staff Recognition Coordinator

Typical time commitment: 1–2 hours/month

- Purchase snacks, drinks, and other treats for THS staff within the approved monthly budget.
- Set up refreshments and other items in the staff lounge and restock supplies as needed.
- Communicate with staff about items and benefits provided by PTO Boosters.
- Help identify creative and meaningful ways to recognize and appreciate THS staff throughout the school year.
- Work with the Board to develop new ideas for supporting and celebrating THS staff.
- Attend monthly PTO Boosters meetings when possible.

Community Outreach Director

Typical time commitment: 1–2 hours/month

- Ensure recognition of volunteers, staff, season pass purchasers, donors
 - Work with Social Media and Website Coordinators
 - Write thank you cards
 - Attend monthly PTO Boosters meetings when possible.
-

EVENT COORDINATORS

Honor Roll Breakfast Coordinators

Typical time commitment: 2–4 hours per breakfast; 2 events/year

- Coordinate with the Principal and school staff to confirm Honor Roll Breakfast dates and requirements.
- Promote volunteer SignUpGenius opportunities.
- Ensure the SignUpGenius link is included in communications sent to Honor Roll families.
- Purchase breakfast food and supplies not provided by volunteers.
- Coordinate volunteers.
- Confirm/train volunteers for set up and take down for each breakfast.
- Work with the Board and school staff to ensure the event runs smoothly.
- Attend monthly PTO Boosters meetings when possible.

Staff Appreciation Week Coordinator

Typical time commitment: 2–4 hours per event; 1 event/year

- Coordinate with the school to confirm dates PTO Boosters will participate
 - Work with school admin to ensure number of staff to recognize.
 - Solicit donations/discounts from community for items
 - If PTO Boosters provides breakfast, ensure we have supplies, food, drinks etc.
 - Set up and clean up for breakfast, typically Friday of Staff Appreciation Week
 - Attend monthly PTO Boosters meetings when possible.
-