

Join the PTO Executive Board

Volunteers are a vital part of the successful operation of our school. **PTO membership is only required if a volunteer is holding an elected, board or chair.** General school volunteers are not required, but encouraged to be PTO members! Listed below are various volunteer opportunities ranging from the elected executive committee members to a general chair positions.

There's something for everyone!



President:

Time Commitment: varies month to month

- Lead the PTO
- Communicate with your executive Board
- Oversee financial and legal obligations
- Prepare agenda and preside over the executive board and membership meetings
- Represent the PTO
- Foster partnerships, relationships
- Review and distribute the treasurer's report.
- Review and distribute the minutes of the previous meeting for approval.
- Check your bylaws and standing rules for dates of upcoming required business

Vice President:

Time Commitment: Varies per month

- Works as the primary aide to the president
- Helps lead the PTO towards specific goals consistent with PTO purposes and policies
- Performs president's duties in his or her absence
- Carries out other duties outlined in unit bylaws and standing rules or as assigned
- Support the PTO where needed

Secretary:

Time Commitment: 2-4 hours per month

- Takes minutes at board and association meetings
- Co-signs formal papers with president: authorizations for payment, resolutions and formal letters
- Handles PTO correspondence as directed by the president
- Maintains and preserves PTO records and important documents to pass on at the end of the term

Treasurer:

Time Commitment: 4-6 hours per month

- spearheading the development of the PTO budget
- keeping a record of all income received by the PTO
- keeping a record of all expenditures of the PTO
- providing a written treasurer's report at each meeting
- preparing tax forms
- preparing interim reports, such Financial Report
- depositing money in the PTO checking account
- signing PTO checks
- assisting with the June transfer of financial records
- in the event of an audit, assisting the audit committee or external auditors by making all records available

Bulletin Board:

Time Commitment 1 – 2 hours per month

- Decorate and up keep the bulletin board
- Ensure information is updated monthly
- Decorate the greenery light up sign

Communication:

Time Commitment 4-6 hours per month

- Listens actively and conveys information clearly, concisely, and accurately in both writing and speech
- Sees and thinks of new ideas, alternatives, and ways to do things
- Maintain Facebook page and Instagram

Community Outreach:

Time Commitment 2-3 hours per month

- Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for the organization
- Liaison between PTO and other organizations, such as City of Brookside Village

Dolphin Parents:

Time Commitment 1-3 hours per month

- Oversee the volunteers at Lawhon Elementary
- Ensure all volunteers enrolled with the Dolphin Parents have passed a background check with the district
- Coordinate volunteer times

Field Day Chair:

Time Commitment: 1-2 hours per month leading up to event

- Responsible for setting up/taking down 2 water stations including pop up tents and ice chests with ice (ice is available at the school)
- Coordinate getting gallons of water and disposable cups donated from the parents
- Secure enough volunteers for water stations and getting Turner High School volunteers to help with games
- Secure enough moonwalks for the event
- Work closely with the coaches

Fundraiser Chair:

Time Commitment: 5-8 hours per month

- Works with a committee, appointed by the president, to plan and organize fundraising activities
- Focuses on raising the amount of funds needed to meet the unit's budget
- Presents reports on proposed fundraising activities at board and association meetings for approval

Hospitality Chair:

Time Commitment: 1-2 hours per month

- Responsible for PTO portion of Teacher Appreciation Week with may include decorating the Teachers Lounge
- Coordinate meals/treats for the staff throughout the year (2-3 per year)
- Provide birthday cards for each staff member

Library Chair:

Time Commitment: 1- 4 hours per month

- Assistant school librarian as needed
- Support library during book fair (twice a year) in February and October

Jingle N Mingle Chair:

Time Commitment: 2-4 hours per month leading up to event

- Responsible for planning and organizing the event.
- Coordinate for Santa, photographer, photo-booth, bounce houses and train.
- Set up activities and/or games.
- Secure enough volunteers.
- Work closely with the Public Relation chair and Community Outreach chair.

Membership Chair:

Time Commitment 4-6 hours per month

- Organize and maintain the PTO membership
- Plan recruiting drives and implement membership retention practices
- Oversee membership drives

On-Going Fundraising Chair:

Time Commitment: 0-1 hour per month

- Responsible for obtaining active status of rebates at local retailers (Kroger)
- Promote and fundraise for Box Tops
- Work closely Fundraising Chair

Public Relations Chair:

Time Commitment: 2-4 hours per month

Busiest Times of Year: On Going

- Endeavor to encourage a good relationship among parents and the school community.
- Contact companies to solicit assistance with school events/projects/fundraisers with the permission of the principal and the executive, e.g. request donations.
- Produce promotional items and notices (posters, flyers, etc.) for fundraising events (Fun Day, Movie Wednesdays, Family Games Nights, etc.)

School Supplies:

Time Commitment: 1 – 3 hours a month (between March and August) towards the end of the school year

- Obtain district approved supply list from the school
- Submit supply list to vendor for quote
- Collaborate with vendor on prices, sale dates, and delivery dates
- Coordinate sales of school supply packages to parents
- Arrange to have ordered packages delivered to classrooms before school starts

Spirit Nights Chair:

Time Commitment: 1-2 hours per month

- Secure Spirit Days for the school at local establishments
- Provide information to the students about the event
- Work closely with the Public Relation Chair

Spirit Wear Chair:

Time Commitment: 2-4 hours per month

- Coordinate with vendors of choice on spirit wear designs, pricing, and delivery.
- Coordinate with vendor on yard sign designs, pricing, and delivery, if needed
- Manage spirit wear sales at all necessary PTO events and distribution of online sales

Spanish Liaison:

Time Commitment: 1-4 hours per month

- Connect with our Hispanic Community at Lawhon.
- Translate at events and meetings when needed.
- Help translate documents, flyers, etc

Trunk or Treat Chair:

Time Commitment: 1- 4 hours per month leading up to event

Busiest Times of Year: October

- Responsible for planning and organizing the event.
- Coordinate trunks, donation of candy, set up activities and/or games.
- Secure enough volunteers.
- Oversee the purchase of prizes for games and contests., if any.
- Work closely with the Public Relation chair and Community Outreach chair.

Yearbook:

Time Commitment: varies from month to month

- Take photos, organize photos, (at events, activities, and around the school) design and sell the yearbook.
- Maintain Yearbook e-mail
- Communicate with teacher and staff to obtain pictures taken by them
- Collaborate with vendor for pricing and deadlines
- Design the yearbook.
- Share pictures with the Communication chair to use for yearbooks, social media. No photography experience needed!

Yearbook Committee:

Time Commitment: varies from month to month

- Assist the Yearbook Chair
- Take photos, organize photos, (at events, activities, and around the school)
- Communicate with teacher and staff to obtain pictures taken by them
- Help design the yearbook.