HMS PTO BOARD AND COMMITTEE CHAIR POSITIONS

Board Members

- ~~**Co-treasurer**~~
  - ~~Shadow the current treasurer to ensure a seamless transition once the current person moves on.~~
  - ~~Help maintain the gmail account/shared drive for the treasurer and co-treasurer to access the budget.~~
  - ~~Double check budget updates from the Treasurer to ensure there were no errors.~~
  - ~~Make suggestions for any modifications that need to be made to the budget.~~
  - ~~Help the Treasurer organize spirit wear sales~~
- ~~**Corresponding Secretary**~~
  - ~~Responsible for recognizing Professional & Administrative Staff at special times in the year (birthdays,Nurses Day, Admin Assistant Day, Principals' Day, End of School).~~
  - ~~Manage chairpersons for monthly appreciation days, conference snack stations, and Staff Appreciation luncheon~~
  - ~~Reach out to staff in times of need~~

Professional Appreciation Days

~~Chairperson for School Custodian Appreciation Day (10/2/24)~~

- ~~Coordinate with Corresponding Secretary to organize event~~
- ~~Select and shop for snacks/food (funded by PTO)~~
- ~~Create Sign-Up Genius for donations from parents~~
- ~~Coordinate drop off of donated items (e.g. home or HMS office)~~
- ~~Deliver or arrange for delivery of all snacks to HMS and set up stations if necessary~~

~~Fall Conference Snack Stations (11/26/24)~~

- ~~Coordinate with Corresponding Secretary to organize snack stations for fall evening conferences~~
- ~~Select and shop for snacks~~
- ~~Create Sign-Up Genius for donations from parents (baked goods and seltzer)~~

- ~~Coordinate drop off of donated items (e.g. your home or HMS office)~~
- ~~Deliver all snacks to HMS and set up stations~~

~~Monthly Mini Appreciation Events and Gift Cards (January, February, April)~~

- ~~Coordinate with Corresponding Secretary to organize small gifts/remembrances for HMS staff~~
- ~~Create Sign-Up Genius for donations from parents as needed~~
- ~~Coordinate drop off of donated items (food and gift cards)~~
- ~~Deliver and set up items at HMS~~

~~Spring Conference Snack Stations (3/12/25?)~~

- ~~Coordinate with Corresponding Secretary to organize snack stations for fall evening conferences~~
- ~~Select and shop for snacks~~
- ~~Create Sign-Up Genius for donations from parents (baked goods and seltzer)~~
- ~~Coordinate drop off of donated items (e.g. your home or HMS office)~~
- ~~Deliver all snacks to HMS and set up stations~~

~~Intra-District Council Reps (2)~~ Filled

~~The mission of the Intra-District Council (IDC) is "to serve as a conduit, and specifically to engender and promote discussion, understanding and cooperation, between the parents of the current elementary, middle, and high school students of the District, the School Board, and the Administration, in order to support and advance the best interests of the students of the School District of Haverford Township."~~

~~Representations are responsible for attending monthly IDC meetings, which are held on the following Mondays at 7pm in the HMS library:~~

~~Reps will be responsible for disseminating the information shared at the IDC meeting back to the HMS PTO on a monthly basis. The representatives should also present any information or concerns from HMS PTO meetings they wish to share with IDC. The representatives are also responsible for watching the School Board Meetings (HMS assignment TBD) and provide a summary to the IDC.~~

~~Food Truck Festival Spring (TBD)~~

- ~~Assist chairperson in contacting potential vendors~~
- ~~Assist with communication with committed vendors~~
- ~~Help recruit parent volunteers for the day of the event~~

Eighth Grade Graduation Lawn Sign Committee (Process starts on 4/1)

- Give input on sign design
- Assist with creating copy for Facebook posts
- Assist treasurer with tracking orders
- Pick up the signs from the vendor
- Organize the signs for order pick up
- Distribute orders at HMS on evening of 5/22 (tentative)
- Make arrangements for families who can't pick up on 5/22

Staff Appreciation Luncheon (May)

- coordinate luncheon
- contact restaurants for menu, pricing, etc.
- create Sign-up Genius for donated items (utensils paper products, seltzer, water, supplemental
- food items)
- shop for non-donated items (funded by PTO)
- arrange for drop off of donations
- arrange for delivery or pick up of food on day of event
- deliver gifts to HMS and set up stations and set up distribution if necessary
- help recruit parent volunteers for the day of the event
- seeking 2 co-chairs *(filled)* and 4 committee members *(3 filled)*

Questions? Contact Michelle Collier at hms.pto.executiveboard@gmail.com.