

Cove PTO Elected Executive Board Positions

The following brief descriptions list the primary responsibilities of each specific elected Board Position. Contact president@covepto.org for more information.

President: Oversees PTO Operations

- PTO Liaison to staff, faculty and district
- Budget development
- PTO Content for Cove Connection weekly
- New Parent Welcome planning
- Yearly calendar planning
- Post notice of Board Meetings and set agenda
- Attend SPARK, District Leadership Alliance and Principal/President monthly meetings
- Weekly sandwich board signs

Executive Vice President: Executive Board Operations

- Supports PTO President and other Executive Board Operations, including budgets, overseeing auditor
- Supports with help on Picture day, Readathon, as needed in other roles
- Attend SPARK, District Leadership Alliance and Principal/President monthly meetings as needed in rotation with President
- *EVP commits to President role following year

Secretary: Recording Secretary

- Prep VP reports for Board meetings
- Record minutes and publish to membership
- Financial Secretary responsibilities
- Maintain Corporate Documents (Bylaws, Articles of Incorporation, 501c3)

Treasurer: PTO Financial Management

- Budget development with President (June)
- PTO accounting
 - Cut checks for reimbursement two times per month
- Tax preparation and filing
- Oversee online payment systems (Stripe, Square, Venmo)

Auditor

- Reviews financial records formally twice a year
- Prepares simple summary reports of cash position
- Assists treasurer with questions over mechanics of record keeping

VP Membership: PTO Member Recruitment and Appreciation

- Manage membership drive (August)

- Create and mail thank you cards for families that have donated (Fall)
- Support Volunteer Appreciation Breakfast Team Lead (May)
- Support Welcome Coffee Team Lead (August)
- Coordinate Kinder Social prior to first day of school (August)

VP Communications: PTO Communications (currently two roles)

Role 1: Cove Connection - Editor of weekly school newsletter

- Compile and edit weekly Cove Connection newsletter
- Weekly standing meeting with Principal to finalize CC (historically Thursdays or Fridays) & meet as needed.
- Gather content from Board & community partners for weekly CC (Email out every Monday). Respond as needed.
- Owner of info@ school gmail email and drive account.
- Must know gmail, Google Drive, additional systems as needed.
- Liaise weekly with teacher posting social media?
- Backpack mail?
- Weekly sandwich boards?

Role 2: Classroom Coordinator Team Lead

- Coordinate parent volunteers to support Cove School non-PTO initiatives
- Secure 2 class coordinators per classroom
- Oversee Snacks for teacher lounge, communication for teacher holiday/end of year gifts, etc.
 - Potential to coordinate Lost & Found volunteers

VP Campus Events: Plan PTO-Sponsored Community Events

- Plan Fall Family Festival (October)
- Plan Spring Fling Family Night (April)
- Support Holiday Store Team Lead
- Support Variety Show Team Lead
- Support Spiritwear Team

VP Community Engagement: Support Cove School Initiatives

- Staff Appreciation Lunch Lead (monthly)
- Coordinate Cove PTO participation in District Breakfast
- Coordinate PTO-Sponsored Assemblies ???

VP Campus Fundraising: Coordinate PTO Fundraising

- Spirit Wear Team Lead - oversee California Team Wear website/Zazzle
 - Update websites with latest graphics; re-add to website
 - Help with ordering Staff Holiday and Teacher Appreciation Week gifts
- Monthly Swag Sale before school
- Sell Swag at Back to School Night, Open House, Kinder Sneak Peek, additional events/activities
- Help execute annual PTO Readathon (January)

- Discount/push old inventory

VP Campus Conservation: Support Campus Green Initiatives

- Coordinate Green Team
- Support Safe Routes Team Lead
- Support School Garden Lead
- Support Playground Improvements Lead

VP Health & Safety: Support Campus Health & Safety Initiatives

- Coordinate campus health & wellness activities with Principal/Teachers
- Work with District to provide and maintain Health & Safety Emergency Container, Backpacks and Folders for all classrooms

VP Technology

- Technology lead
- Aries rep and backend access
- Access/edit website
- Online payment system liaison (stripe, square, venmo)
- Assist Readathon team with calculating minutes, dollars raised, prize winners, etc.

VP Lost and Found

- Organizes and hangs up lost jackets, lunches, water bottles, etc. (1- 2 times per week)
- Brings out cart every Friday (or another day of your choosing) to front loop 7:55am or earlier, and back in 3:10pm or later
- Organizes walk throughs in the Gallery two times a year where all lost and found articles are displayed. Generally over a two day period so that teachers, students, and parents have an opportunity to find clothing and items.
- Packs and donates all lost and found items at Winter Break and end of school year in June.

CURRENT AUXILIARY ROLES

CoveCares

- Promote CoveCares to the school community through various communication channels (newsletter, classroom coordinators, meetings, etc.)
- Respond to individual requests and coordinate appropriate response with team members (family, PTO presidents, nominator, etc.)

- Assemble and hand-deliver “care response” (personalized CoveCares cards, flower arrangements, care packages, meal trains, etc.)
- Manage the budget and document the care packages

Parent Ed

- Organizes various (#?) parent ed speakers and sessions throughout the year (in coordination with Neil Cummins/LCMSD as able)

Safe Routes

- Attend quarterly Safe Routes county-wide meetings (in person)
- Attend quarterly Corte Madera / Larkspur Safe Routes Task Force meetings (on zoom)
- Work with Marin Safe Routes coordinators, Ms. Walker and PTO to execute monthly Walk & Roll mornings, bike trains for International and National Bike to School days and the Spring challenge. (Includes securing supplies, raffle prizes, posters and parent volunteer help)
- Put up posters around front office and in teachers’ boxes (with front office permission) to publicize various events.
- Ensure that all events are included in the appropriate Cove Connection.
- Work with Ms. Walker to coordinate Safe Routes education for Cove School (includes in-classroom presentations by Safe Routes educators and Bike Rodeo for older students). Ms. Walker usually does most of this scheduling but be available to help if needed.
- Further info on the organization: <https://www.saferoutestoschools.org>

Variety Show

- Plan, create, and run all aspects of schools’ annual Talent Show
- Primary months of work are Dec - March
- Includes but not limited to:
 - Venue booking
 - Website management
 - Creating & leading informational zoom meetings
 - Scheduling and running all regular (after school 2x per week for 5+ weeks), tech, and dress rehearsals
 - Heavy and regular communication to participants families including management of VS email account and document accounts
 - Show production including opening/closing, line up, tech support, lighting, music, and more.

- Music creation & management
- Recruitment and education of volunteers
- Stage set up including props, decor, janitorial & tech support scheduling

Cove Garden

- Maintains Cove Garden—coordinate volunteers for lunch programming (23/24 was every Wed at lunch the garden was open for 1-5th graders to plant, water, and do various art projects (rock painting, bird houses, canvases, etc.))
- Offer gardening supplies to teachers to use with their classroom garden beds

Cove in Motion

- Create energetic routines to music for movement that is appropriate for all-ages.
- Lead the entire school in movement, on an agreed-upon day(s), with energy and excitement.
- Fold in the school mission, principles and word of the week
- Occasionally bring 'guests' on stage to engage with the student body and community, furthering the fun and importance of morning movement.

Teacher Rep

- Attend monthly PTO meeting
- Liaison with other teachers and staff to provide feedback loop

Yearbook

- Take photos throughout the school year, covering range of school events, classroom activities, and wide range of diversity of school and staff
- Create Google Albums for each class and share/upload/download photos as needed
- Work with Jostens (yearbook company?) to provide photos and direction
- Coordinate sale and distribution of yearbooks

Spark Rep

- Provide SPARK updates at each PTO meeting
- Manage classroom SPARK reps on content and timing of communications on behalf of SPARK
- Attend monthly SPARK meetings

COMMITTEES

- **Readathon**

- Lead annual Readathon event (3 weeks in January)
- Update content for Friday morning assemblies
- Count votes and randomly pick winners each week
- Create signage
- Communicate to parents and teachers
- Schedule guest author to speak and sign books
- Coordinate pep rallies

- **Holiday Store**

- Organize communication to parents about collecting donations
- Solicit volunteers and lead team in setting up night before
- Organize day of event: volunteers, take down, donations of leftover

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