

**Roy Cloud PTO  
Officer and Committee Chair Descriptions  
2019-20**

<b>Volunteer Role</b>	<b>Short Description</b>	<b>Skills and Time Commitment</b>
President	Board Role. Schedules, sets the agenda for, and presides over all meetings. Acts as a liaison with school and district. Coordinates the work of the Executive Board, Committees, and the Organization as a whole. Ensures goals are clearly outlined and achieved. Ensures all volunteer roles are appropriately created and filled. As board member, take on additional PTO tasks as needed.	Heavy time commitment. Several hours per day, August - June. Weekly board meetings during school hours. Minimum 3 years at Cloud highly recommended.
Treasurer	Board Role. Creates an annual budget for approval by the membership. Keeps and reports the accounting of the Organization. Files tax returns, tax-related forms, tax exemption forms, and all other necessary documents with state and federal agencies as required. Keep an accurate record of receipts, disbursements and other financial transactions of this organization. Has responsibility for the safekeeping of the funds, as well as financial records of the organization. Provide documents to auditor as needed. Be custodian of the bylaws and of the seal of the corporation. As board member, take on additional PTO tasks as needed.	Heavy time commitment. Several hours a week, August - June. Weekly board meetings during school hours.
VP Communications	Board Role. Collect articles, edit, and manage weekly PTO newsletter. To do this, must be in touch with school/PTO activities. Manage PTO email distribution lists. Oversee PTO communications and PR. Take minutes at PTO Board Mtgs. Perform duties of President in their absence. As board member, take on additional PTO tasks as needed.	Heavy time commitment. Several hours a week, August - June. Weekly board meetings during school hours.

<p>VP Direct Donations</p>	<p>Officer Role. Sets fundraising goals for the organization. Responsible for all aspects of the fall direct donations campaign. This can be done independently or with a team. Duties include, but are not limited to: developing annual campaign theme, creating all marketing materials and website content pre campaign and throughout, writing summer mailer, management of donation database software, coordination of Lightning Circle Party, monthly reporting of progress toward goal, coordination with company matching volunteer, writing weekly newsletter teasers, educate RC community on how PTO funds are used to support students, mailing thank you magnets to all donors.</p> <p>Time commitment begins in May/June of prior year, a few hours/week over the summer, and heavy August - October.</p>	<p>Time commitment begins in May/June of prior year, a few hours/week over the summer, and heavy August - October.</p>
<p>VP After School Programs</p>	<p>Officer Role. Bring comprehensive after school enrichment program to the school. Once vendors are established for Fall, Winter and Spring sessions, the coordinators make up the schedule for each session, making sure to align the schedule with school activities and the district calendar. The coordinators are also responsible for the coordination of classrooms or other spaces that the enrichment classes will use. In addition, they communicate this information to the front office staff, as well using the PTO website to publish class schedule and other important information regarding after school enrichment activities.</p>	<p>Organization, contracts, research, scheduling, advertising. Job is all year long. Flexible schedule. Be on campus after school at certain times, as needed, to supervise program. Several hours/week while programs are being established for each session.</p>
<p>Secretary</p>	<p>Officer Role. Take Minutes at PTO meetings, and maintain as PTO records. Send minutes each month to board for review, then to webmaster for public posting.</p>	<p>Attend PTO meetings + time required to prepare minutes</p>
<p>Parliamentarian</p>	<p>Officer Role. Parliamentarian shall, maintain a copy of the current bylaws. Revise the bylaws and standing rules as needed or as requested by the president. Oversee nominating committee. Provide</p>	<p>Attend and participate in the regularly scheduled PTO membership meetings, attend and participate in the board meetings as requested. Organize and lead</p>

	parliamentary advice to the president, the Board, and others as requested.	nominating committee, oversee elections.
Financial Secretary	Officer Role. Collect funds from school events, reconcile, record all checks in Excel program and deposit money in the bank.	Flexible hours. Checks are being used less, so time commitment lowering. Monthly cadence.
Auction/Dinner Dance Chair	Large fundraising event held in the Spring, offsite, with appx 250 attendees.	Solicit and manage large volunteer pool: Meetings, Emails, Data entry, event planning, soliciting donations, processing payments, decorating, etc. Several hours a week starting in August. Full time for several weeks prior to event.
Jog-A-Thon Coordinator	Students collect donations for the number of laps jogged around the school. Held each Spring during the school day.	Heavy Planning in the months prior. Email, Organization, Manage team of volunteers. data entry, decorating, and hospitality.
Corporate Gift Matching	Manages gift matching program so that soft credit can be given to donors for matching gifts. Advertise corporate gift matching.	Flexible hours, heavier during the fall direct donations campaign and after fund a need.
Scholastic Book Fair Coordinator	Partnership with Scholastic to sell books. Multi-day, Fall event held in the Library. Includes one evening event for families.	Volunteer management, set up, decorating, sales. Work with the librarian.
No Cost Fundraisers	Amazon smile and other promotions that give % of sales to the school	Research, advertising, flexible at home job
Science Enrichment Coordinator	Work with teachers, administration, and vendors to schedule enrichment opportunities from Lawrence Hall of Science, Marine Science Institute, Science From Scientists, and more. Coordinate parent volunteers to assist as needed.	Organization, scheduling, contracts
Art Program Coordinator	Work with teachers, administration and art vendor to bring art program to Roy Cloud. Coordinate parent volunteers to assist as needed.	Organization, scheduling, contract

Garden Coordinator	Work with teachers, administration and garden vendor to bring garden program to Roy Cloud. Coordinate parent volunteers to assist as needed.	Organization, scheduling, contract Maintain supplies in garden shed as needed. Notify exec board of garden maintenance.
K-1 Music Coordinator	Work with teachers, administration and music vendor to bring music program to Roy Cloud.	Organization, scheduling, contract
Technology Coordinator	Maintain detailed inventory of PTO purchased chromebooks & ipads, to be used to forecast & plan for future purchases. Be the PTO liaison with teachers and admin for technology purchases.	Spreadsheets, organization, detail oriented. At the start, time is required to set up inventory of PTO purchased technology. Email or classroom visits. Once inventory is in place, maintenance will be minimal. Flexible schedule.
After School Sports Coordinator	Roy Cloud School has sports teams starting in 4th grade. Act as liaison between after school sports. Advertise, help fill teams.	Light workload, email
Spring Play Producer	Act as Producer for the Spring Play, where PTO partners with San Carlos Children's Theater. Appx 80 students participate. All parents are required to volunteer certain # of hours for their child to participate. There are 3 shows, typically in March.	Heavy time commitment from auditions in December through shows in March. Scheduling, volunteer management, weekly hot sheet communications, contracts, attend all productions, parent meetings, tech week, and some rehearsals.
Fall Community Event Chair	Annual community-building evening event for Roy Cloud families, held in the fall on the blacktop. Theme can be determined by event lead.	Event planning, volunteer management, decorating,
Family Dance Coordinator	An evening dance for families in the Spring.	Event planning, volunteer management, decorating
Used Book Sale Event	Multi-day sale happens during school hours in the Spring. Great way for kids to get new books to read before summer.	Collect used books/set-up/sales/clean-up, volunteer management, scheduling with teachers

Dad's Club Director	Dad's Club is a social group for dads. Dad's club coordinates Science Night each Winter and Field of Dreams each Spring. They also assist with school projects as needed.	Scheduling, event management, volunteer management
Staff Appreciation / Hospitality	Coordinate Staff luncheon on Teacher Appreciation Day, as well as various other events throughout the year.	Event planning, soliciting donations, decorating, providing food/treats, etc.
PTO Webmaster	Keep the PTO website up to date with relevant content	At home job with email interactions
Facebook Administrator	Administrates the Roy Cloud Facebook Page	Flexible, email interactions
Directory	Receives student data from the school each year. Imports into directoryspot.com. Moderates site and provides access to families.	1 project in August
Auditor	Audit the financial records of the organization for the fiscal year.	1 project in October
PTO Display Case	Keep PTO display case up to date with latest PTO events	Flexible hours, update boards every month or so
School Beautification	Landscaping maintenance such as watering, weeding and planting, as well as maintaining and making improvements to our beautiful campus!	Work can be done during or after school.
School Supplies Coordinator	Works with teachers to develop school supply lists, works with vendor to provide parents opportunity to pre-purchase and pick up at Maze Days.	In spring prepare for following year with teachers and vendor. Email interactions. Fall: organize distribution at Maze Days.
Room Parent Coordinator	Make sure each K-5 classroom and middle school grade has a volunteer to coordinate the PTO auction project and teacher appreciation. Set up and moderate email group for communications to all room parents.	Attend Maze Days. Heavy email interaction the first few weeks of school as you communicate with teachers and coordinate volunteers. Very light after volunteers are in place.

For edits to this document, email PTO VP Communications, Amy Truesdale, amytruesdale@me.com