

PTO Job Descriptions

President: Oversee the work of the officers and committees of the PTO to promote community, fundraising and volunteerism. Create meeting agendas and facilitate PTO and board meetings. Attend District parent advisory board meetings and act as a liaison between Coleman and the District. Collaborate with school staff, Principal, and parents to determine path and goals of the PTO. Requires work from home and on campus. Approximately 2- 5 hours per week.

Vice President, Events: Oversee the work of the committees of the PTO to promote community and volunteerism. Attend all PTO Executive Board and General PTO meetings when possible. Attend District parent advisory board meetings and act as a liaison between Coleman and the District when the President is not available. Requires work from home and on campus. Approximately 2 hours per week.

Vice President, Fundraising: Oversee the work of the committees of the PTO to promote community with specific attention given to fundraising. Attend all PTO Executive Board and General PTO meetings when possible. Liaison with chairpersons of Coleman's various fundraising event/initiatives to create consistency, coherency and clear communication among them. This includes managing or delegating the role of "**Free Money for Coleman**" Coordinator who ensures United cards are current and available. Request new cards when they expire. Promote eScrip via newsletter and google groups. Gift Card Promotion once a year near the holidays, TBD. Approximately 5-10 hours per school year. Requires work from home and on campus. Approximately 1-2 hours per week.

Vice President, Communications:

- Support the PTO president and executive board, Dads' Club members, the principal and members of the Coleman community in shaping their communication plans for school related matters- especially around events.
- **Social Media**-Post on Coleman Elementary main Facebook page and Instagram. (Principal is the only other person who can post on social media main pages). Moderate and post to Coleman Parent Facebook group (all parents are allowed to post in this forum).
- **Email**- Own Google Groups – (add and approve new members, send out email announcements and moderate topics, approve people to post when necessary). Oversee Coleman Connect – This should be managed in a separate role but the VP of Comm has input and oversight. Ensure all email communication goes out with Spanish translation.
- Work together with the Membership Directory volunteer and Principal to make sure member directory is up to date.
- Maintain a strong connection with ColemanPTO.com website manager
- Attend all PTO executive board meetings and general PTO meetings when possible.
- Approximately 5 hours per month, more work at the beginning and end of the year.

Treasurer: Manage the financial affairs of the Coleman PTO. Specific Responsibilities include; Develop, with the board, an annual budget. Collect and maintain a full, accurate account of all income and expenses. Pay Specialists monthly according to their contract. Post all financial transactions to Quickbooks as they occur throughout the month. Manage and balance PTO financial accounts, including Square, Paypal and Union Bank. Maintain a Treasurer's folder in the school office containing deposit slips and check request forms. Check box at least once a week for invoices and check requests to be paid out. Write checks and disburse in a timely manner. Prepare financial reports and present them at the monthly board meeting. Forward reports to PTO President, Secretary and Principal monthly. Track teacher/staff discretionary funds and field trip fund. Assist chairpersons of PTO events in setting up a cash box for their event. Manage all event payments via square or Paypal. Notify event chairpersons on ticket sales, auction payments, etc. Keep detailed records of all PTO events, tracking all income and expenses. Attend all PTO Executive Board and General PTO meetings when possible. Assist accountant as necessary in tax preparation. Can be done from home on your schedule. Approximately 1 hour per week.

Secretary: Attend all PTO Board and Association meetings and take minutes. Send minutes to PTO Board & Slate for review. Once minutes are approved at following PTO Board meeting then save final version and post in Coleman PTO Drop Box. Secretary is also responsible for keeping digital files of all PTO Board & Association Agendas and Minutes on the Coleman Shared Dropbox, within the appropriate folders. Requires attendance at all PTO Meetings. Approximately 6 hours per month.

Coleman Directory Manager: Responsible for producing the student directory. Gather incoming kindergarten information at JumpStart day. Using our directory system, email out all families to verify addresses. Conduct follow-ups as needed. Compile and distribute directory. Can be done from home. Approximately 15 hours over a 6 week period, all work completed in the first 6 weeks of school.

Business and Operations Manager: Remove deposits from PTO drop box (every 2 weeks and/or immediately after a major PTO event) Deposit money to Bank of Marin (5th & C in San Rafael) Maintain deposit log in Excel and email to PTO treasurer each time a deposit is made. Renew Liability Insurance with AIM for PTO every August 1st. Submit requests for Additionally Insured to insurance carrier as needed for PTO events (Run for Gold, Poker Night, Crab Feed, IF, etc.). Update contracts and 1099s for all PTO paid specialists every August. Renew Charitable Trust Docs every 2 years in December. File Raffle Report form with Registry for IF on May 1st (document supplied by accountant). Work with PTO treasurer to submit documentation to accountant for tax filing every September. Acquire necessary signatures and mail tax returns every October. Maintain and update PTO docs in binder as needed. Approximately 2 hours per week in the Fall and 1 hour per week in the Spring. Requires coming into the office at least once a week to check the PTO box.

Grade Level Representative: Attend PTO meetings as a representative and voice of your grade level. If you are unable to attend, identify someone to go in your place. After each meeting, communicate with your parents what has gone on at the PTO meeting. Bring grade level issues to the PTO. Talk to the parents in your grade and find out what people are concerned with, what is working and what is not and share that at the next PTO meeting so we can address these comments

or concerns. Communicate all International Festival Grade Level info as well. Additionally, GLR are responsible for coordinating volunteers and set-up for 2 events per year specific to the grade, see below. Approximately 2 hours per month, plus event specific time, approximately 2-3 hours total per event for coordination. Can be done from home, but requires PTO Meeting attendance at specified times.

Grade Level Specific Events

Kindergarten: Staff Appreciation Lunch in April and Grade Level Sing

First Grade: Staff Appreciation Lunch in March and Grade Level Sing

Second Grade: Staff Appreciation Lunch in February and Grade Level Sing

Third Grade: Staff Appreciation Lunch in January and Grade Level Sing

Fourth Grade: Staff Appreciation Lunch in November and Grade Level Sing

Fifth Grade: Staff Appreciation Lunch in October and Grade Level Sing

Green Team Liaison: Attend PTO Meetings to report on Green Team activities and represent the Green Team.

Dad's Group Liaison: Attend PTO Meetings to report on Dad's Club activities and represent the Dad's Club. Report back to Dad's club about PTO Meetings.

School Site Council Liaison: Attend PTO Meetings to report on SSC activities and represent the SSC. Report back to SSC about PTO Meetings.

SELAC Liaison: Attend PTO Meetings to report on SELAC activities and represent SELAC. Report back to SELAC about PTO Meetings.

Annual Pledge Drive Chair: Responsible for soliciting annual donations from all Coleman families in order to help raise the amount needed to meet the proposed budget to fund essential services at Coleman. Duties include creating and distributing solicitation letters, tracking incoming donations, depositing collected money, processing payment plans, updating school signs to reflect progress, providing receipts, working with the principal to send "high donor" thank you notes, communicating with individual classroom teachers, generating school-wide education and inspiration to support the drive. Estimated time spent 7-10 hours per week during peak periods; 3-4 hours per week during low periods.

Volunteer Coordinator: Responsible for gathering all volunteer information at Ice Cream Social and input data from the parent volunteer forms, identify upcoming events based on the school's master calendar, run reports containing the parents who signed up to help at those events and forward the reports to that event's coordinator. Basic MS Excel/spreadsheet knowledge is helpful. Approximately 10 hours of data entry in September. After that the Coordinator works about 5-10 minutes a week checking for upcoming school events, running the reports and forwarding them to the event's coordinator. Can be done from home

Web Site Manager: Write, manage and update content, create graphics, design new pages as needed, domain administration, answer or forward inquiries generated from "Contact Us" page. Time commitment varies from one hour per week for easy updates to several hours for bigger updates (eg: at the beginning of the school year, before big events, etc.) Can be done from home.

Grant Writer: Brainstorm with PTO officers to figure out where grant money is most needed. Research funding opportunities on internet. Assess opportunities for 'fit' with our school and programs. Compose proposal narratives / fill out application forms. Experience helpful but not necessary. Approximately 2-3 hours per month. Can be done from home.

Safety/Emergency Supply Coordinator: The Safety/Emergency Coordinator ensures that the school emergency supplies are sufficient: Reviewing supplies annually to check to see if perishables are outdated, replacing if necessary. Checking water supplies. Validate that non-perishables (medical supplies, radios, tools, etc.) are sufficient. Periodically verifying that each classroom has an emergency backpack with appropriate supplies, with updated class lists for each room (one complete lists goes in the storage compartment). Check that emergency protocols are posted in each class. Coordinate CPR and First Aid training for staff and regular campus volunteers biannually. Approximately 8 – 16 hours a year as currently configured. A new person might envision a greater role for the coordinator and position, e.g. coordinating safety and emergency training for Coleman families or giving them a means to purchase emergency supplies for their homes in bulk.

School Spirit Wear: Send Order forms out at beginning of school year, place orders and distribute t-shirts. Repeat once later in the year. Approximately 10 hours total, can mostly be done from home.

HeadsUp Liaison: Attend PTO Meetings to report on HeadsUp activities and represent HeadsUp Coordinate Volunteers from Coleman for HeadsUp events, Summerfest and Run for Reading. Approximately 1-2 hours per month. Can be done from home with some on campus participation.

Bake Team Coordinator: Communicate with Bake team via email when baked goods are needed for an event. Approximately 5 hours per school year.

Book fair Coordinator: Takes place in early fall. Plan and organize the book fair done in conjunction with Book Passage. Organize Set-up and volunteer schedule. Run the Book Fair. Book fair runs for one week. Approximately 40-50 hours, done mostly over the 1 week period that the book fair runs. Requires coordinator to be on campus the week of book fair.

PTO Blackboard Signage: Write signage and post on blackboards at front and side of school. Approximately 0.5-1 hour a week. Can be done from home, but requires bringing sign to and from to update.

School Photo Coordinator: Coordinate two photo sessions per school year through photo company, MugsyClicks. Sign online agreement, and schedule a date for the Individual and Staff Portraits within first couple of weeks of school starting, and the Class Photos in early May. Also schedule Make-Up days. Be sure dates work with PTO schedule and get Principal/PTO

approval. Distribute information about Photo Day date and ordering photos and advertise via newsletter/GoogleGroups/hang posters. Coordinate volunteers to help out on Photo Day. Distribute photos to appropriate teacher inboxes when photos arrive. Requires on-campus work for the two Photo Days, plus approximately 8 hours of for organization/communications.

Dine and Donate: Coordinate monthly dine and donate events with local restaurants. Contact restaurant owners and schedule a day/time for dine and donate. Cross reference the PTO calendar, so that events are not the same day as another school function. Create flyers to hang around school & additional 10-15 copies for the office counter 2 weeks prior to event. Post event on the Google Group Website 1-2 weeks in advance. Send out reminder the week of the event. Email flyer in jpg format to post on Facebook PTO website. Follow up with restaurant 2-3 days after event regarding the donation. You may pick it up or have them mail it to the school directly. Checks are to be made out to Coleman PTO. Approximately 2-3 hours per month. Can be done from home.

Event Committee Chairs: See individual event chair description. All events require the following:

Confirm date/time of event

Identify needs: facility, food, A/V, permits, supplies, decorations, etc.

Identify volunteer needs, recruit volunteers and assign tasks

Advertise via web site, Facebook, Google Groups, Friday folders, and posters at school

Submit expenses, receipts and any cash collected to Treasurer

Send thank you email to volunteers

Beatnik Coffee House Chair: Responsible to be a liaison between the teachers and students (young poets) to produce a night of poetry reading at Coleman. The coordinator will make sure to organize the students in their poetry writing and reading, as well as decorate the MPR and be responsible for a menu for a dinner option for families. Approximately 10-20 hours total in Fall.

Coleman Carnival/International Festival Chair: Oversee a team of 10-15 parents to coordinate and plan the International Festival. This is a huge event with many volunteers and the committee chair makes sure everything comes together. Hosts planning meetings and keeps project plan updated. Approximately 40 hours over the month of May. This can be done from home, requires onsite attendance day before and day of.

Online Auction Chair: Oversee a team of 5-6 parents to coordinate the online auction. Work is done January – April with most of the effort in January and April. Approximately a total of 40 hours over the 4 months. Can be done from home.

Silent Auction Chair: Oversee a team of 4-5 people to coordinate the Silent Auction that takes place at IF. Communicate with parents to arrange class projects, parent hosted parties and teacher experiences. Most items come from school community. Work is done in May and requires approximately 30 hours total. Can be done from home, but requires onsite day before for set-up and day of IF all day.

Staff Appreciation Week Chair: Organize (this includes planning, supporting/coordinating volunteers, executing and fundraising) staff appreciation events throughout the year including monthly grade-level sponsored Staff Appreciation Luncheons and Staff Appreciation Week in

May. This job is most intensive in the weeks prior to and during Staff Appreciation Week. Though much of the planning can be done from home, it is important to be present at school during much of Staff Appreciation Week. The time commitment is approximately 15 hours total done in the month of May.

Principle Coffee Chat Coordinator: Publicize Principle coffee chats including the first day of school. Purchase coffee travelers from Starbucks, set up table for coffee including cups, cream and sweeteners. Most items stocked in PTO Closet. Approximately 5 per year, 1.5 hours each. Requires being on campus for each to set up in the morning, done by 10:00am.

Angel Network Coordinator: Work with Marta to identify needs for Angel Network and post

Outdoor Ed Fund Chair: Coordinate Fall Movie Night and Spring Bingo night. These 2 events benefit the outdoor ed fund for scholarships. Food for these events are coordinated by Marta/SELAC. Work with Marta to communicate funds available for Outdoor Ed Scholarships.

Birthday Book Club Coordinator: The Birthday Book Club allows Coleman children to celebrate their birthdays by donating a book of their choice to the Coleman library. The books have a bookplate placed prominently inside with the child's name and birthday. The child's picture with the book plays on a loop in the picture frame in the library. Often the child, teacher or librarian reads the book to the child's class on their birthday. The Birthday Book Club Coordinator promotes the program, collects forms, records donations on a spreadsheet and works with the school librarian to identify an appropriate booklist from which to choose and to provide guidance to the child's selection. 1-2 hours per month.

Author Talk Assembly Coordinator: The Author Talk Assembly Coordinator works with the school librarian, book fair coordinator and principal to help identify and select authors to come to the school. In addition, promotes author visit, coordinates book pre-purchases, sets up for the school assembly, and oversees book signing. 5 – 15 hours per year.

NEW! Assemblies Coordinator: Work with Principal to identify potential content for all-school assemblies. Sort through solicitations sent to the school for consideration.