



2019-2020 PTO Open Positions

Executive Board

President: Primary functions include: oversees all PTO activities, coordinates communication with school principal, representative to school council, communicates with teacher board members, monthly audit of treasury accounts.

Vice President: Primary functions include: Maintain By Laws, event archives, PTO operational forms and documents, monthly audit of treasury accounts (review and second approval), PTO bin.

Secretary: Calendar, minutes, agenda, staff birthday cards (monthly), Heartstrings.

Treasurer: oversees all PTO funds, communicates and distributes monthly accounting updates, updates annual filings with the state.

Room Parent Treasurer: Keep an updated accounting of all room parent accounts, give quarterly updates to room parents on account balance, communicate and distribute monthly accounting updates.

VP Dad's Club: Mascot, Dad's and Donuts, help set up/clean up with events, Walk to School Day, Heroes Day.

VP Events: Make sure all events have a facility form, a morning-announcement form, a communications plan, and a post-event summary. Oversee Welcome Back Social, BINGO night, Book Fairs, Fall Fest, Lynx Laps, Auction, Night at the Museum.

VP Room Parent Coordinator: Coordinate all PTO activities and information with room parents and oversee Teacher Appreciation Week.

VP Communications: oversee all forms of social media/communication tools like: maintaining and updating website daily/weekly; send e-news out weekly; update FB, Instagram, Twitter, Marquee, bulletin boards, marketing, front office TV.

(over for Committee info)

***Are you interested in volunteering to serve on the Board or as a Committee Chair?
Fill out and return the below form to your teacher.***

PTO Interest Form (2019-2020 School Year)

Name _____

Position _____

Contact Info _____
email / phone #

I will attend the 3/29 Interest Meeting (9:00 am)

Committee Chairs

Art Masterpiece—Coordinate with grade level reps. to make sure they have the lessons and materials needed for grade level presentations.

Auction: plan and coordinate all functions of an auction including theme, volunteers, auction items, fundraising, and event date/location.

Bingo Night: plan and coordinate BINGO night. This includes getting volunteers, marketing, food and prizes. (end of August)

Dining Out: Plan and manage dining out days with partners such as Chick-fil-a, Barros and Pei Wei.

Friday Treats: Plan and organize a monthly after school treat to sell

Heroes Day: Plan and organize Hero's Day in November. This includes reaching out to veterans, Scottsdale Fire and Scottsdale Police.

Lynx Laps: Plan and organize the fundraising event.

Night at the Museum: Plan and organize the end of year celebration of our Core Knowledge, STEAM and Arts programs. A night for all families to celebrate the work of our students.

Social Media (FB, Instagram, Twitter): maintain and update all accounts

Spirit Wear: Design, order, manage and sell all Grayhawk Spirit Wear. This starts in May and requires some summer work.

Teacher Experiences: Coordinate with teachers to plan and create a raffle fundraising experience.

Walk to School Day: Plan and coordinate a day, typically beginning of October, to encourage families to walk to school. This includes reaching out to local Fire/Police.

All board members are required to attend the monthly PTO meetings, and all Committee Chairs are encouraged to attend meetings, and should plan to attend meetings when updates/feedback is necessary for an upcoming event, etc.

www.grayhawkpto.com

Teacher - please send to

PTO Bin