



**Grayhawk Elementary School
2018/2019
Open PTO Board and Committee Positions**

OPEN BOARD POSITIONS (attend all PTO meetings & give updates)

1. **Co-Treasurer**—assists treasurer in overseeing all PTO funds
2. **VP Fundraising**—gets community sponsors (mainly over the summer beginning of the school year) and oversees/coordinates with chairs of big PTO events
3. **VP Volunteer Coordinator**—Organizes/advertises all volunteer opportunities available with the PTO
4. **VP School Programs**—oversees/coordinates with chairs of all PTO school programs (yearbook, school pictures, school supplies, Storia, spirit wear, Dad's Club and Harkins Summer tickets.
5. **Room Parent Treasurer**—Keep an updated accounting of all class/room parent accounts, give quarterly updates to room parents on account balance, and provide a monthly financial update to PTO board.
6. **UPC Rep**—attend monthly United Parent Council meetings (UPC) at the district office and report the information to the PTO board at our monthly meetings.
7. **VP Hospitality**—Organize and plan teacher dinners at conferences (October/January), Coordinate with event coordinator for Welcome Back Social, and Teacher Appreciation Week, organize and plan teacher lunches (monthly/quarterly), oversee/coordinate with dining out and Friday Treats

OPEN COMMITTEE CHAIRS

1. Marquee/Birthday in Lights (Weekly)
2. Marketing (how to get Grayhawk out there?)
3. 20th Celebration Brick project (selling/promoting bricks)
4. FAAN/Science Night (Head chair)
5. Art Masterpiece Coordinator
6. School Supplies/Storia
7. Spirit Wear
8. UPC Alternate (attend monthly meetings when UPC rep can't)
9. Dining Out (monthly)
10. Friday Treats (monthly)
11. Mother/Son Bowling Night (spring)