



EXECUTIVE BOARD POSITIONS FOR GRAYHAWK ELEMENTARY SCHOOL PTO

The Executive Board is made up of the Officers as defined in (Article III, Section 1) & (Article V, Section 1) of the Grayhawk PTO bylaws. As such all Officers are expected to attend monthly Executive Board meetings and have a working knowledge of the PTO bylaws. All information pertaining to meeting dates, the bylaws, and much more can be found online at www.grayhawkpto.com.

Communications Chair:

Oversee primary modes of PTO communications including website, eNews directory, social media, bulletin boards, and marquee sign.

Fundraising Chair:

Oversee fundraising activities such as Fall Festival, Lynx Laps, Tax Deductible Donation, Auction, and Community Sponsors. Board Liaison to Box Tops, Savings Program and Spirit Wear committees.

Family Events Chair:

Oversee Family Events such as Bingo Night and Spring Fling; organize Dining Out nights. Board Liaison to Friday Treats, Birthday Club and Book Fair committees.

Hospitality Chair:

Will oversee all hospitality events such as Back to School Breakfast, Teacher meals for conference weeks and Teacher Appreciation Week.

Community Representative:

Will serve as a liaison between the school, community, and Grayhawk Community Association; oversee external PR and events such as Walk to School Day and Heroes' Day.

United Parents Council:

Attending all UPC meeting and communicating UPC information to Grayhawk Elementary School.

Teacher/Room Parent Liaison:

Coordinate, design and manage room parent program. Communication with room parents on behalf of various board members and committees. Works closely with room parent treasurer. Act as voice of room parents at board meetings. Provide ongoing reminders for Box Tops, book fairs, staff birthdays, year book, etc. Manage incremental classroom supply program. Work with Hospitality Chair and committee to plan and execute Teacher/Staff Appreciation. Partner with teacher representatives to get input and feedback on room parent

programs and activities including parent communication and teacher appreciation week. Acts as a Board liaison to the teachers and manages the Heart Strings programs.

Dads Club Liaison:

Acts as a representative of the interests of the club's members and works with the PTO for the purpose of coordinating, organizing and supporting both PTO and independent Dads Club activities and events.