



## Grayhawk Elementary School PTO PTO Open Role Descriptions

### **Executive Chair (to be voted on)**

#### **VP Dad's Club:** *1 nomination received (accepting additional if interested)*

Acts as a representative of the interests of the club's members and works with the purpose of coordinating, organizing and supporting both PTO and Independent Dads Club activities and events. Acts as mascot when available or help to identify a volunteer who can; coordinates Dad's and Donuts during the Book Fair; coordinates a monthly meet up as well as Dad's lunches at school; seeks out volunteers to help set up/clean-up/shifts during PTO sponsored events.

#### **UPC Representative:** *1 nomination received (accepting additional if interested)*

Attend monthly United Parent Council Meeting (UPC), report UPC information to school and PTO board at PTO meetings, identify an alternate representative to attend meetings when UPC rep cannot.

#### **VP Hospitality Oversight:** *1 nomination received (accepting additional if interested)*

Provides oversight, working with VP Events, to ensure all food and drink related items are properly addressed for PTO events. Coordinate with event chair for food at the Welcome Back Social and Teacher Appreciation Week; coordinate teacher dinners at conferences (2x/year); Oversee additional committee chairs related to community fundraising and celebrations throughout the year.

### **Committee Chairs (not part of the vote)**

#### **VP Events Chair Oversees the below open roles:**

- Auction/Spring Event
  - 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 (end of August). This includes working with the volunteer coordinator for a sign up at least 4 weeks prior to the event, marketing, food and prizes. Coordination efforts should begin in the Spring.
- Book Fair (*seeking co-chair*)
  - Plan and coordinate this fun event 2x/year (Fall and Spring). This includes coordinating with Scholastic to schedule dates, working with the volunteer coordinator for a sign up at least 4 weeks prior to the event, and marketing. Should also be available that week to ensure the event runs smoothly or you designate a delegate to aid in being onsite.
- Fall Festival
  - One of our largest events of the year in which coordination efforts should begin in May/June. Plan and coordinate this event including food, games, rides, security and more! Work with the volunteer coordinator for a sign up at least 4 weeks prior to the event and ensure appropriating marketing and ticket sales for the event occurs.
- Lynx Laps
  - Our largest fundraiser of the year that aids in supporting the PTO sponsored programs at Grayhawk! Coordination efforts include working with the vendor, finding a DJ, prizes, shirts and more. Work closely with community sponsor chair when identifying additional sponsors and ensure volunteer sign-ups are set up at least 4 weeks in advance.
- STEAM/Night at our 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.
  - Historically has included the auction (to be coordinated by a separate chair)
- 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.

- \*Historically the individual coordinating Walk to School Day would also chair Heroes Day as the reach out effort and partnerships run in parallel, however this is not a requirement.
- Holiday Shop
  - Plan and coordinate the holiday shop that is to take place a couple weeks prior to winter break (should not be the week directly before break).
- Mother/Son Bowling
  - Coordinate with a local bowling venue for a date and overall event logistics (historically has occurred in the Spring). Ensure appropriate marketing and ticket sales to the school community.

### **VP Communications oversees the below open roles:**

- eNews
  - Coordinates the weekly communication of school news to the school and surrounding community (when subscribed). Content of the newsletter is provided by VP Communications in partnership with various committee chairs. This role is done from your home.
- Grayhawk Flight
  - Create content for the local community HOA magazine and work with HOA Communications director. Content for the following month is due by the 10<sup>th</sup> of the prior month and this is a role done from home.
- Website (Co-Chair needed to take over for incumbent in the following school year)
  - Maintain and update the PTO website
  - Will primarily shadow and learn from the current chair during the 2020-2021 school year

### **Room Parent Coordinator oversees the below open roles:**

- Teacher Experiences
  - Coordinate with teachers (all grade levels, including specials/honors, principal, etc.) on what experiences can be raffled. Create the communication that is distributed to students, track submissions, and prepare raffle tickets. Communicate out the winners and ensure individuals involved schedule their experiences which are funded through the raffle proceeds. Typically this occurs in February/March timeframe.

### **VP Hospitality oversees the below open roles:**

- Community Fundraising (includes Dining Out, fundraising events and programs)
  - Plan and manage dining out days with partners such as Chick-fil-a, Peter Piper, Barros, Pei Wei, and more.
  - Coordinate any community related events (i.e. Diamondbacks and/or Coyotes nights)
  - Oversee and/or identify programs benefitting the school (i.e. Tuft & Needle, Harkins, Kendra Scott, Vineyard Vines, SkyZone, etc.)
- Friday Treats
  - Plan and organize a monthly after school treat to sell (i.e. Kona Ice, Jamba Juice, etc.)
- Heart Strings
  - Coordinate a response to staff from PTO for unfortunate family events.

### **Misc. Committee Positions:**

- Community Sponsors
  - Seeks out sponsors (existing and new) to aid in funding our school programs and in return the school provides certain benefits (identified within a sponsor package) throughout the year. This role is primarily active in the summer and beginning of the school year.
  - Ensure frequent communications to our sponsors (thank you note, holiday letter, end of year letter)
  - In the spring, this chair should review the current package offerings and work with VP Events and applicable chairs (Fall Fest, Lynx Laps, and STEAM night) to ensure a close partnership.
- Volunteer Coordinator
  - Oversees all volunteer coordination efforts including compiling a list of individuals interested in volunteer opportunities (via Back to School social and the Membership Toolkit)
  - Works with event chairs, room parents, and teachers to create volunteer opportunities in the Membership Toolkit (i.e. library helpers, mystery readers for lower level grades, health screening, etc.)
- New Parent Program
  - Welcoming new families to Grayhawk by opening communications and pointing our beneficial resources. Should also coordinate a back to school welcome activity prior to the Social. Planning should occur in the Spring with communications going out via the Principal to impacted families before school gets out.

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All Executive Board Members are required to attend the monthly PTO meetings and Committee Chairs are encouraged to attend meetings (though not required). A Committee Chair should plan to attend a meeting when updates/feedback is necessary for an upcoming event, etc. If you are not able to attend, please provide an update to the PTO Officer who oversees your role.

**If you have a question and/or are interested in any of the above 'open' roles, please submit the below form to Tina McFarland, Grayhawk PTO Vice President, at [vp@grayhawkpto.com](mailto:vp@grayhawkpto.com).**

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PTO Interest Form (2020-2021 School Year)

Name \_\_\_\_\_

Position \_\_\_\_\_

Contact Info (email/phone) \_\_\_\_\_