



Montessori of Winter Garden Charter School
PTO Chair JOB DESCRIPTIONS
Updated 3-4-15 by Kristin Chase

As defined in the MWGC PTO bylaws ARTICLE XII- COMMITTEE DUTIES with updates made based on current 2014/15 year responsibilities:

Fundraising & Events Chair

Research, prepare and execute fundraising projects and community building events (e.g., Planned Giving, Pizza Fridays, Spa Night, etc.) and “savings” programs (e.g., Box Tops).

The Fundraising & Events Chair shall:

1. Research options, plans, and anticipated profits and expenses for any fundraising projects/events and present suggestions to the Executive Board.
2. Prepare and execute fundraising projects/events as approved by the Executive Board.
3. Solicit volunteers to assist with each Fundraiser, through the Volunteer Chair position.
4. Report all Fundraising activities, expenses, and profits at each monthly PTO meeting.
5. Maintain records of all contributions.
6. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.
7. Oversee and execute the Savings Programs (i.e. Box Tops, Labels for Education, cartridges etc.).

Additional Appointed Coordinators Not Noted in ByLaws that Support Fundraising/Events Chair:

Logo/Gear Store Coordinator - Staffing store at PTO event. Working with supplier to maintain inventory, negotiating pricing, etc. Managing and organizing inventory. Distributing swag to Planned Giving donors. Maintaining pricing list/structure and working with Publicity chair to maintain online store.

Box Tops/Labels Coordinator - Determining deadlines and associated incentives for submitting box tops. Developing method of collecting box tops in partnership with teachers/office staff. Collecting and submitting box tops by mail according to deadlines.

Scholastic Magazine Coordinator - Distribution of magazines and coordination of Scholastic book orders.

Volunteer Chair

Coordinates all volunteers needed based on PTO, teacher, Director requests (e.g., sign up link via SignUpGenius). Actively maintains volunteer tracking and recruiting of new volunteers.

The Volunteer Chair shall:

1. Coordinate classroom needs, teacher requests, administrative driven school projects, and volunteer needs in the classrooms with the Executive Director.
2. Coordinate volunteer needs for class parties, projects, booths, and teacher appreciation with the Room Parent Chair.
3. Coordinate volunteer needs for PTO events with the Fundraising and Committee chairs.

Spirit Chair

Plan and implement all Partners in Education activities (e.g., Worthwhile Wednesdays, Spirit Days, Fun Fridays non-profit community events and collections).

The Spirit Chair shall:

1. Plan and implement all Partners in Education activities for school students and their families; including, but not limited to, Worthwhile Wednesdays, Spirit Days, Fun Fridays and special collections for non-profit organizations.
2. Coordinate Community not-for-profit events for students and families.
3. Coordinate with Treasurer to collect funds raised from these events and provide thank yous.

Hospitality Chair

Plan and serve refreshments and support on-site logistics, decorations, window painting, etc. at the monthly PTO meetings and other PTO community building functions (e.g., Concerts, PTO Meetings, Teacher Appreciation luncheon, New Parent Breakfast, and other community building events).

The Hospitality Chair shall:

1. Plan and serve refreshments/food at the monthly PTO meetings and other PTO functions and events.
2. Coordinate the Teacher Appreciation luncheon, New Parent Breakfast, and other community building events like Playdates.
3. Serve as a "Welcome Wagon" to support Open House event and materials preparations (e.g., welcome packet) and to make introductions and answer questions for new parents.
4. Encourage informal communication methods such as window painting and other tools to "spread the word" and enhance events.

Nominating Chair

Publicize PTO positions and recruit volunteers to build ballot to fill open Executive Board and committee positions for the upcoming school year (work primarily done in Spring).

The Nominating Chair shall:

1. Publicize PTO positions and recruit volunteers to fill open Executive Board positions for the upcoming school year.
2. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April PTO meeting. This list shall be completed and publicized to all PTO members two weeks prior to the April meeting.

Yearbook Chair/Photographer

Attend School functions/events to take photos with parental consent, prepare page layouts of photos, and facilitate production/sale of yearbook at year end.

The Yearbook Chair shall:

1. Attend School functions and events to take yearbook photos.

2. Coordinate annual parental consent forms necessary for the publication of student photos.
3. Advertise and facilitate the production and sale of the yearbook.

Room Parent Chair

Solicit volunteers for a minimum of one Room Parent per classroom and coordinate Room Parent activities including support of teacher and student requests/needs, PTO, and class events.

The Room Parent Chair shall:

1. Solicit volunteers for a minimum of one Room Parent per classroom and maintain records (e.g. name, phone, email) to contact these individuals.
2. Coordinate and review with the Room Parents their responsibilities; including requesting parental consent forms for the PTO Directory, supporting the teacher with class parties, and recruiting parent volunteers to assist at various PTO and class events.

Publicity Chair

Develop content and designs for articles, flyers, and publications for school website, social media, folder handouts, newspapers, publicize PTO events, and partner with school office staff on online and print communication pieces.

The Publicity Chair shall:

1. Develop/design flyers and communication pieces associated with PTO events.
 2. Work closely with the MCS website staff to build and maintain the MCS PTO link.
 3. Publicize school events through various forms of communication.
 4. Serve as an advisor to yearbook committee and communications committee of designers.
- Webmaster duties (may be done by committee member): Regularly maintain and update www.ptoowls.com and Facebook group

Site Beautification Chair

Research and present playground improvement plans, seek funding for school site improvements, and facilitate/oversee gardening and maintenance plans.

The Site Beautification Chair shall:

1. Research and present playground improvement plans.
2. Work closely with the Fundraising Chair and Executive Director to coordinate fundraising for improvement grants for the school's playground equipment and grounds.
3. Lead regular playground maintenance, gardening, and "refresh"/"dig in the dirt" days to maintain the beauty of the area.

Finance Audit Chair

Audit the financial records of the PTO annually and prepare a fiscal year-end audit report (work primarily done in June).

1. The Finance Audit Committee shall be made up of up to three PTO members that do not currently serve on the Executive Board.
2. The Finance Audit Chair shall audit the financial records of the PTO annually and prepare a fiscal year-end audit report.

Art Chair

Coordinate with Room Parents and Art Specials Teacher on in-class art projects to enhance the student learning experience.

**Striking from bylaws for 2015/16: Specials Management Chair*

NOTE: Other Event Chairs may be appointed at any time by the PTO President.