



Prairie Trail PTO Board & Committee Chair/Coordinator Descriptions

Board Positions

Co-President - Ensure the smooth running of organization and events. Work closely with principal and staff. Run monthly meetings. *Timeframe: Throughout school year, some work during summer break.*

Co-Vice President - Assist presidents as needed. This is a two-year position with transitioning to PTO Co-President in the second year. *Timeframe: Throughout school year, some work during summer break.*

Secretary - Assist with successful running of organization through monthly minute taking and reporting. *Timeframe: Throughout school year, some work during summer break.*

Treasurer - Ensure financial health of overall organization through appropriate financial recordkeeping and reporting. *Timeframe: Throughout school year, some work during summer break.*

Committee Chairs & Coordinators

5th Grade Reception/Activities Chair - Plan, procure supplies and coordinate volunteers for both the 5th grade safety patrol lunch and the reception held after the 5th grade awards ceremony. *Timeframe: Planning takes place in late April. Lunch and reception are held mid-to-late May.*

Childcare Coordinator - Schedule volunteers for monthly meeting, send reminders and ensure providers are paid for services. *Timeframe: Throughout school year*

Box Tops for Education Coordinator - Take the lead on communicating with parents regarding Box Tops for Education and coordinating sending Box Tops to the proper place for redemption. *Timeframe: Throughout school year; especially the beginning of each month*

Communication Coordinator – Website - Ensure smooth operation of PTO website. *Timeframe: Throughout school year; some work during summer break*

Communication Coordinator – Facebook - Ensure smooth operation of PTO Facebook page. *Timeframe: Throughout school year; some work during summer break*

Family Activities Co-Chair - Help PTO and Family Activities committee plan various family activities and communicate dates and times of events. *Timeframe: Throughout school year*

Field Day Co-Chair - Oversee annual Field Day including determining games/activities, buying supplies and scheduling volunteers. *Timeframe: Planning in late April/early May. Event is generally held on one of the last days of school.*

Fun Night Coordinator - Oversee coordination and planning on Fun Night including status updates from various Fun Night Chairs. *Timeframe: Planning in late fall through winter. Event is generally held at the end of February.*

Fun Night Game/Wristband Sales Chair - Work with Fun Night coordinator to determine the games to be offered on Fun Night and procure any supplies for those chosen. Also coordinate the Fun Night wristband pre-sales, including creating order form and collecting payments as well as distributing the wristbands prior to the event. *Timeframe: Planning in late fall through winter. Event is generally held at the end of February.*

Fun Night Food Chair - Coordinate Fun Night food sales, including ordering food and drink prior to the event and assisting with the sales during the event. *Timeframe: Planning in late fall through winter. Event is generally held at the end of February.*

Fun Night Prize Redemption Chair - This position is responsible for deciding on the type and quantity of prizes needed for Fun Night, creating and the maintaining prize budget, setting up prize redemption centers, and taking an inventory of prizes before and after Fun Night. *Timeframe: Planning in late fall through winter. Event is generally held at the end of February.*

Fun Night Raffle Chair - Coordinate Fun Night raffle, including procuring donations and coordinating sales during event. *Timeframe: Planning in late fall through winter. Event is generally held at the end of February.*

Fun Night Set-up/Clean-up Chair - This position is responsible for hiring the school custodians and finding volunteers to assist with set-up and clean-up of the entire Fun Night area (games, kitchen, tables, rooms, decorations, etc.). *Timeframe: Planning in late fall through winter. Event is generally held at the end of February.*

Fun Night Silent Auction Chair - Coordinate Fun Night silent auction, including procuring donations from businesses and families, assembling baskets and run the auction. *Timeframe: Planning in late fall through winter. Event is generally held at the end of February.*

Fundraising Co-Chair - Oversee Fund Committee, and ensure effective and successful fundraising efforts and processes. *Timeframe: Throughout school year; primary work period is during the fall fundraiser (late August through late October).*

Fundraising – Grant Writing Coordinator - Coordinate research of available grants, as well as organization's application for grants chosen to be pursued. *Timeframe: Throughout school year*

Homeroom Parent Coordinator - Serve as point of reference to Homeroom Parents including communication kick-off meeting and sharing ideas for classroom parties. *Timeframe: Throughout school year*

Juice Pouch Redemption Coordinator - Take the lead on communicating with parents regarding juice pouches (i.e. Capri Sun), collecting pouches from school periodically and coordinating sending pouches to the proper place for redemption. *Timeframe: Throughout school year*

Lost & Found Coordinator - Coordinate efforts to minimize items in the lost and found box, including periodically sorting items and taking photos for PTO Facebook page and website. *Timeframe: Throughout school year; most work will occur during winter months.*

Marker Recycling Chair - Ensure smooth operation of market recycling program, including any necessary communication to staff, students and parents and periodic mailing of markers to recycling facility. *Timeframe: Throughout school year*

My Coke Rewards Coordinator - Take the lead on communicating with parents regarding My Coke Rewards and coordinating the point redemption at various times throughout the year. *Timeframe: Throughout school year*

School Supply Coordinator - Coordinate school supply effort, including working with vendor to develop supply list and pricing, collect orders and payments and distribute supplies to the classrooms. *Timeframe: Throughout school year; primary work is done in April, May, and mid-August.*

Spirit Wear Coordinator - Take the lead on designing and ordering school t-shirts. Coordinate volunteers to sell shirts. Work with distributors on ordering and selling. *Timeframe: Late summer and early fall*

Teacher Appreciation Chair - Oversee Teacher Appreciation events and committee. *Timeframe: Throughout school year; most work occurs during P/T conference weeks (mid-November and mid-February) and teacher appreciation week (planning in April, teacher appreciation week held in early May)*

Vendor Fair Coordinator - Coordinate the organization's two vendor fairs, including recruiting vendors for the event, marketing the event, and managing move-in/clean-up. *Timeframe: Throughout the school year; heavier work closer to fairs (November and March).*

Volunteer Coordinator - Oversee volunteer activities including recruiting volunteers, sharing volunteer lists with appropriate committee chairs, working with school on volunteer events and ensuring volunteers have read and signed Volunteer Handbook. *Timeframe: Throughout school year*

Wendy's Night Coordinator - Take the lead in coordinating Wendy's Night volunteer schedules, and working with Wendy's on receiving funds and distributing winnings to children/classrooms. *Timeframe: Throughout school year*

Yearbook Chair - Oversee Yearbook Committee with planning of annual yearbook including taking photographs and designing yearbook. *Timeframe: Throughout school year*