

Cherry Tree Elementary PTO
Executive Board and General Board
Job Descriptions

President

Board: ● Member of the Executive Board, General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
● Must have served on the Executive Board as the Vice President/President Elect during the previous year, except in extenuating circumstances.
● Will serve on the Executive Board as the Past President during the year following his/her presidency, except in extenuating circumstances.

Duties ● Preside at all meetings of the Executive Board, General Board and general membership; and provide notice of such meetings, as required.
● Reserve building space as needed for all CTE PTO meetings.
● Serve in an advisory and/or managerial capacity on any or all CTE PTO Committees (i.e., be the Executive Board Contact for such Committees).
● Serve on the following committees: (a) Carmel Clay Schools Coordinating Council, (b) Carmel Clay Schools PTO Assembly of Leaders (PALS), (c) CTE PTO Nominating Committee, and (d) School Improvement Committee (as requested by the Principal or other authorized CCS employee).
● Once finalized by CTE in the summer or fall, communicate the CTE PTO calendar of events and meeting dates to the PTO Executive Board and Committee Chairpersons.
● Prepare and distribute the CTE PTO links regarding volunteer opportunities (i.e., emails with Google Docs links sent in May and July to all CTE families announcing volunteer opportunities available for the year).
● Coordinate Executive Board review of the By-laws, the Guide, job descriptions and any other CTE PTO documents, as appropriate.
● Serve as an authorized principal of the CTE PTO bank accounts.
● Continually communicate with the Treasurer to ensure CTE PTO funds are being managed prudently.
● Provide for an accountant to review the CTE PTO's financial records and have that report read at the first general membership meeting in the fall. The Treasurer and President share this duty.
● In the spring, serve as an advisor to the Vice President/President Elect as he/she works with school administrators to establish a calendar of CTE PTO events and meeting dates for the following school year.
● Monitor the CTE PTO email account on a daily basis.
● Respond to communications received via the CTE PTO email account or direct such communications to the applicable Executive Board member, Committee Chairperson or the Principal, as appropriate.
● Maintain, revise and distribute an updated volunteer opportunity form for inclusion in the PTO summer electronic packet.
● Organize the results of volunteer opportunity form (mentioned above) and distribute volunteer contact information to Chairpersons, as appropriate.
● Maintain a current list of elected officers and Committee Chairpersons and provide a copy of such list to each. This duty may be shared with the Recording Secretary, at the President's discretion.
● Plan the Board Holiday Coffee and the Old Board/New Board Coffee.
● Assist with, delegate, oversee or complete any Executive Board Members' or Committee Chairpersons' tasks, as deemed necessary and appropriate at the President's discretion.
● Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the CTE PTO President's binder, flash drive and timeline and completing the annual post event report.

Term: One year

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Vice President/President Elect

- Board:**
- Member of the Executive Board, General Board and general membership.
- Requirements:**
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
 - Must commit to fulfill the duties of the Vice President/President Elect during one year and the duties of the President the following year.
- Duties**
- Attend meetings of the Executive Board, General Board and general membership.
 - Preside over meetings of the Executive Board, General Board and general membership in the absence of the President.
 - Serve in an advisory and/or managerial capacity on certain CTE PTO Committees, as specified by the President (i.e., be the Executive Board Contact for such Committees).
 - Serve on the following committees: (a) Carmel Clay Schools Coordinating Council and (b) the Carmel Clay Schools PTO Assembly of Leaders (PALS).
 - Maintain and update the master criminal history check (“CHC”) list on Google Drive with designated CTE front office staff (as designated by the Principal).
 - Preside over the Nominating Committee.
 - Provide the President with monthly reports from designated Committee Chairpersons.
 - Collect annual post event reports and CTE PTO binders from all Executive Board Members and Committee Chairpersons.
 - Maintain the master criminal history check (“CHC”) list on the CTE PTO Google Drive account with the assistance of designated CTE front office staff (as designated by the Principal). These duties will be delegated to the Communications Secretary or the Recording Secretary, at the President’s discretion.
 - Before the Old Board/New Board Luncheon, update/prepare the CTE PTO binders (including annual post event reports) for distribution to the incoming Executive Board Members and Committee Chairpersons at the Old Board/New Board Luncheon.
 - In the spring, collaborate with school administrators to establish a calendar of events and meeting dates for the following year.
 - Facilitate the transfer of duties from outgoing to incoming Executive Board Members and Committee Chairpersons.
 - Be available for special assignments, as deemed necessary by the President.
 - Timely completion of “close-out” tasks, including updating the CTE PTO Vice President/President Elect’s binder, flash drive and timeline and completing the annual post event report.
- Term:** One year
- Other:** The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised:** February 2020

Vice President of Ways and Means

- Board:**
- Member of the Executive Board, General Board and general membership.
- Requirements:**
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
 - Must have served on the Executive Board as the Assistant Vice President of Ways and Means during the previous year, except in extenuating circumstances.
- Duties**
- Attend meetings of the Executive Board, General Board and general membership.
 - Supervise all fund development programs and report on their performance to the Executive Board. These programs include the fall fundraiser, the spring fundraiser, community support incentive programs (e.g., Box Tops for Education, grocery certificates, restaurant nights), Spirit Wear, and any other CTE PTO fundraisers.
 - Initially screen and continually evaluate fundraising opportunities and efforts, and discuss with the Executive Board as appropriate.
 - Serve in an advisory and/or managerial capacity on certain CTE PTO Committees, as specified by the President (i.e., be the Executive Board Contact for such Committees).
 - Establish realistic fundraising goals that consider financial need, financial desire and input from the President, the Treasurer and other members of the applicable fundraising team.
 - Strive to ensure fundraising objectives and goals are met.
 - Approve PTO Communicator articles related to CTE PTO fundraising.
 - Promote (or assist with the promotion of) fundraising initiatives internally and externally, as approved by the Executive Board or the President.
 - Oversee reporting by Committee Chairpersons at meetings of the Executive Board, General Board and general membership.
 - Serve as the overall budget manager for the fall fundraiser, the spring fundraiser and any other CTE PTO Committees related to fundraising.
 - Prepare and present monthly and year-end fundraising reports to the Executive Board.
 - Meet with fundraising distributors/suppliers (such as Spirit Wear distributor(s) and suppliers for the spring fundraiser), as needed.
 - Ensure that Committee Chairpersons for whom the Vice President of Ways and Means is the Executive Board Contact are fully aware of their budget (if any) and the fund generation expected from the applicable fundraising program.
 - Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the CTE PTO Vice President of Ways and Means’ binder, flash drive and timeline and completing an annual post event report.
- Term:** One year
- Other:** The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised:** February 2020

Assistant Vice President of Ways and Means

- Board: ● Member of the Executive Board, General Board and general membership.
- Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
● Must commit to fulfill the duties of the Assistant Vice President of Ways and Means during one year and the duties of the Vice President of Ways and Means the following year.
- Duties ● Attend meetings of the Executive Board, General Board and general membership.
● Perform duties of the Vice President of Ways and Means in the absence of the Vice President of Ways and Means, as directed by the President.
● Serve in an advisory capacity on certain CTE PTO Committees, as specified by the President. This may include, but is not limited to, Box Tops for Education, Spirit Wear and restaurant nights.
● Perform other fundraising-related duties, as requested by the President.
● Oversee the fundraising raffles and Auction Sub-Committees.
● Strive to ensure all fundraising objectives and goals are met.
● Assist the Vice President of Ways and Means with the preparation of monthly and year-end fundraising reports.
● Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the CTE PTO Assistant Vice President of Ways and Means’ binder, flash drive and timeline and completing an annual post event report.
- Term: One year
- Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Reviewed: February 2020

Treasurer

Board:

- Member of the Executive Board, General Board and general membership.

Requirements:

- Must be a member of the CTE PTO.
- Must have a current, satisfactory criminal history check.
- Must have served on the Executive Board as the Assistant Treasurer during the previous year, except in extenuating circumstances.
- Must have a working knowledge of general accounting principles and be comfortable using budget management software.

Duties

- Attend meetings of the Executive Board, General Board and general membership.
- Responsible for the receipt and distribution of all monies of the CTE PTO.
- Maintain a complete and accurate record of the financial transactions of the CTE PTO, including but not limited to receipts and expenditures.
- Keep annual financial statements for the current and preceding six years.
- Prepare books and records for the auditor's bi-annual audit and communicate with the auditor as necessary and appropriate.
- Timely share the results of each bi-annual audit with the Executive Board and the general membership.
- Submit appropriate information to the CTE PTO's accountant so that he/she can timely file Form 990, Form NP-20 and any other necessary state and/or federal filings.
- Timely prepare and distribute Forms 1099, 1096 and W-9, as applicable.
- Timely fulfill all gaming and raffle licensure and post-event filing requirements for any fundraisers, as needed.
- Continually monitor the budget and recommend monthly budget adjustments as appropriate.
- Oversee money collection and accounting for all fundraising events. This includes:
 - Assisting with cash boxes and credit card transactions (PayPal and Square).
 - Attending fundraising events. This duty may be shared with the Assistant Treasurer.
- Present the annual budget for approval by the general membership at the fall general membership meeting.
- Serve as an advisor to all Committee Chairpersons regarding financial matters including, but not limited to, money collection and expenditures.
- Serve as an authorized principal on CTE PTO bank accounts.
- Maintain bank account balances as required by the By-laws.
- Responsible for the maintenance and retention of documents related to the CTE PTO's tax-exempt status (e.g., Indiana Nonprofit Sales Tax Exemption Certificate).
- Responsible for obtaining, renewing, suspending and/or terminating tax exempt cards and memberships at applicable vendors (e.g., Sam's Club, Costco, Hobby Lobby).
- Train the Assistant Treasurer.
- Timely completion of "close-out" tasks as requested by the Vice President,/President Elect including updating the CTE PTO Treasurer binder, flash drive and timeline and completing an annual post event report.

Term:

One year

Other:

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised:

February 2020

Assistant Treasurer

- Board: ● Member of the Executive Board, General Board and general membership.
- Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
● Must commit to fulfill the duties of the Assistant Treasurer during one school year and the duties of the Treasurer the following year.
● Must have a working knowledge of general accounting principles and be comfortable using budget management software.
- Duties ● Attend meetings of the Executive Board, General Board and general membership.
● Perform the duties of the Treasurer in the absence of the Treasurer, as directed by the President.
● Assist in the preparation of the annual budget.
● Deposit collected funds during the fall school semester, and make authorized disbursements of funds during the spring school semester, alternating duties with the Treasurer.
● Continually review the CTE PTO's financial records with the Treasurer.
● Assist the Treasurer with money collection and accounting for all fundraising events. This includes:
 ● Assisting with cash boxes and credit card transactions (PayPal and Square).
 ● Attending fundraising events. This duty may be shared with the Treasurer.
● Serve as an advisor to certain Committee Chairpersons regarding financial matters including, but not limited to, money collection and expenditures, as directed by the Treasurer.
● Assist with certain duties of the Treasurer, as directed by the Treasurer or President.
● Obtain renew, suspend and/or terminate tax exempt cards and memberships at applicable vendors (e.g., Sam's Club, Costco, Hobby Lobby), at the Treasurer's direction.
● Serve as an authorized principal on CTE PTO bank accounts.
● Timely completion of "close-out" tasks as requested by the Vice President, including updating the CTE PTO Assistant Treasurer's binder, flash drive and timeline and completing the Post Event Report.
- Term: One year
- Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Communications Secretary

- Board: ● Member of the Executive Board, General Board and general membership.
- Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
● Must have strong computer, technology, and social media (e.g., Twitter, Facebook, Instagram) skills.
● Must be detail-oriented and meticulous about correct dates, proper spelling and grammar.
- Duties ● Attend meetings of the Executive Board, General Board and general membership.
● Maintain and timely update the CTE PTO website with current and accurate information about CTE PTO-sponsored programs and events.
● Timely post general membership meeting minutes and required notifications on the CTE PTO website, as directed by the Recording Secretary or the President (as applicable).
● **Follow CCS guidelines** when posting on the CTE PTO website.
● Collaborate with Executive Board Members to execute event communication plans.
● Collaborate with Carmel Clay Schools ("CCS") technology staff on the use of tools, network and server access, and software licenses needed to maintain the CTE PTO website within CCS guidelines.
● Backup all CTE PTO Google Drive files on external hard drive bi-annually on or around October/November and May/June.
● Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the CTE PTO Communications Secretary binder, flash drive and timeline and completing an annual post event report.
- Term: One year
- Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Recording Secretary

- Board:**
- Member of the Executive Board, General Board and general membership.
- Requirements:**
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
 - Must have computer and technology skills adequate to record, reproduce and distribute meeting minutes.
 - Must be detail-oriented and meticulous about correct dates, proper spelling and grammar.
- Duties**
- Attend meetings of the Executive Board, General Board and general membership.
 - Keep an accurate record of all meetings of the Executive Board, General Board and general membership
 - Provide copies of Executive Board meeting minutes to Executive Board members for their comment and approval.
 - Timely provide general membership meeting minutes to the Communications Secretary for posting on the CTE PTO website.
 - Maintain record of all motions passed during every CTE PTO meeting and those passed outside of a meeting (ie, electronically). Type and date the list at the end of the fiscal year.
 - Create and keep an accurate record of attendance of members at CTE PTO meetings.
 - Maintain a current list of elected officers and Committee Chairpersons and provide a copy of such list to each. This duty may be shared with the President, at the President's discretion.
 - Receive and send correspondence (e.g., thank you notes) on behalf of the CTE PTO, as deemed necessary by the President. Share an update of recent correspondence at each Executive Board meeting.
 - Ensure CTE PTO letterhead is updated and posted on the CTE PTO Google Drive account.
 - Maintain custody of the Books and Records pertaining to the business of the CTE PTO (except those of the Treasurer) and maintain a permanent file of such Books and Records. For these purposes, "Books and Records" includes meeting minutes, the articles of incorporation and the bylaws, and any amendments thereto, and a list of all motions passed with or without a meeting.
 - Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the CTE PTO Recording Secretary binder, flash drive and timeline and completing an annual post event report.
- Term:** One year
- Other:** The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised:** February 2020

Past President

- Board: ● Member of the Executive Board, General Board and general membership.
- Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
● Must have served on the Executive Board as the President during the previous year.
- Duties ● Attend meetings of the Executive Board, General Board and general membership.
● Provide support and guidance to Executive Board, as needed.
● Coordinate or assist with special projects, if requested by the President and/or Executive Board and desired by the Past President.
● Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Past President binder, flash drive and timeline, and completing an annual post event report.
- Term: One year
- Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Reviewed: February 2020

Artist in Residence (AIR) Chairperson

- Board:
- Member of the General Board and general membership.
- Requirements:
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
- Duties
- Attend meetings of the General Board and general membership.
 - Review the most current version of the CTE PTO Artist in Residence Guidelines (a copy of which can be found in your binder).
 - Promptly after taking on the position of AIR Chairperson, meet with the new CTE PTO President to determine the status of the coming school year's AIR, and subsequently meet with the applicable Specials Teacher to begin (or continue) the planning process.
 - Provide assistance to the Specials Teachers as needed which may include, among other things, identifying potential AIRs, negotiating the AIR contract, scheduling space and equipment for the AIR Program, communicating with CTE teachers and staff about events that will take place during school hours, and managing RSVPs for and attending the optional after school or evening event for the AIR Program (if any).
 - Obtain approval of the chosen AIR and related contract from the CTE PTO Executive Board.
 - Manage the AIR Program budget and maintain a complete and accurate record of all expenses.
 - Ensure that the AIR is paid in accordance with the CTE PTO Financial Policies and Procedures (a copy of which can be found in your binder).
 - Manage the Communication Plan to publicize event with support of Exec Board Contact
 - Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the AIR binder, flash drive and timeline, and completing an annual post event report.
- Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Reviewed: February 2020

Auditor

- Board:
- Member of the General Board and general membership.
- Requirements:
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
 - Must have a working knowledge of general accounting principles and be comfortable using budget management software.
 - Experience auditing corporate books and records is preferred.
- Duties
- Attend meetings of the General Board and general membership.
 - Audit the books and records of the CTE PTO twice per year.
 - Prepare a written report for the Treasurer after each audit.
 - Communicate with the Treasurer, as necessary and appropriate.
 - Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Auditor’s binder, flash drive and timeline and completing an annual post event report.
- Term:
- One year.
*Note that a past CTE PTO Treasurer or Assistant Treasurer cannot hold this position for at least two years after holding the position of Treasurer or Assistant Treasurer, except in extenuating circumstances.
- Other:
- The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Book Fair Chairperson(s)

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties

- Attend meetings of the General Board and general membership.
- Communicate with Scholastic to reserve Book Fair dates, order books and supplies, pickup books and supplies (as necessary), and handle any other Book Fair details.
- Discuss dates, times and details regarding Book Fair with CTE's Media Center Specialist and your Executive Board Contact.
- Execute physical setup of the Book Fair with input from the Scholastic Representative, CTE's Media Specialist and CTE PTO's Media Center Coordinator.
- Ensure that at least one Book Fair Chairperson is present during shopping hours that take place after school or during Grand-persons Breakfast (unless otherwise discussed and approved by the CTE PTO President or Executive Board) and that adequate volunteer support is present during all daytime shopping hours.
- Coordinate and be present during physical teardown of the Book Fair before school is dismissed for Thanksgiving Break.
- Manage the Communication Plan to publicize event with support of Exec Board Contact
- Solicit, schedule, manage and train volunteers.
- Handle all financial aspects of the Book Fair, including ensuring the security of Book Fair funds, depositing and tracking Book Fair funds, calculating and tracking teachers' allocations from All For Books, and ensuring students-in-need are given a purchase allocation (as determined and coordinated by CTE's Student Services Coordinator – Counseling).
- Work with Executive Board Contact to adhere to and manage the Book Fair budget (if any) and maintain a complete and accurate record of all expenses.
- Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the Book Fair binder, flash drive and timeline, and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

The Scholastic Book Fair is a Media Center fundraiser, as opposed to a PTO fundraiser.

Last Revised: February 2020

Classroom Coordinator Chairperson(s)

- Board:**
- Member of the General Board and general membership.
- Requirements:**
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
- Duties**
- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
 - Work with the Executive Board and Principal to detail specific tasks “Room Parents” will be asked to support. (Examples: math help, guiding reading, science helpers, CBF volunteers).
 - Obtain the list of potential Room Parent volunteers gathered from classroom teachers at the start of the year.
 - Work with PTO Vice-President to verify that all room parents have a current, satisfactory criminal background check.
 - Disseminate to all Room Parents the duties and limits of the position.
 - Serve as a focal point for sharing PTO and school information through Room Parents, and provide feedback from Room Parents to the PTO Executive Board as appropriate.
 - Have the Room Parent(s) prepare a schedule of classroom volunteers for weekly assistance or special event/party assistance as requested by classroom teacher. *The classroom teacher will verify that these volunteers have a current, satisfactory criminal background check.
 - Network with Room Parents to plan the Winter Party and Valentines Party by grade level.
 - Purchase and distribute snacks/drinks for the Winter Party in December and the Valentines Party in February.
 - Submit to the PTO Treasurer deposit forms within 7 days of the event, and maintain an accurate accounting of expenditures by grade level and Specials areas. Expenses will be submitted within 30 days after the purchase is completed to the Treasurer per Financial Guidelines.
 - This person serves as the budget manager for Classroom Coordinator.
 - Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Classroom Coordinator binder, flash drive and timeline, and completing an annual post event report.
- Term:** One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other:** The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised:** February 2020

Display Cases Chairperson

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties ● Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
● Maintain the two display cases in the front side hallways of the school. Use the space to highlight upcoming PTO events, showcase student achievements, or publicize PTO goals.
● Coordinate with various PTO committee chairs to publicize their upcoming activities.
● Always obtain approval from the Principal for any new theme or content.
● This person serves as the budget manager for Display Cases.
● Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Display Cases binder, flash drive and timeline, and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Reviewed: February 2020

Elf Workshop Chairpersons

- Board:
- Member of the General Board and general membership.
- Requirements:
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
 - Must have computer and technology skills to fulfill this job.
- Duties
- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
 - Obtain from Executive Board Contact the list of volunteers who have expressed interest in helping with Elf Workshop.
 - Survey parents for interest and ability to teach Elf Workshops (holiday crafts) during the winter season.
 - Set up a schedule of crafts and send home craft descriptions and enrollment information.
 - Conduct an Elf Workshop enrollment session & collect payments (can be done online or in person).
 - Include service project crafts in craft descriptions for enrollment. Prearrange where the crafts will be delivered. Deliver these crafts after they are completed (i.e. nursing home, etc.)
 - Have instructors provide receipts and fill out proper forms to submit to the PTO Treasurer so the instructors can be reimbursed for expenses per Financial guidelines.
 - Make class lists and share with CTE secretaries.
 - Oversee classes and instructors.
 - Work with Executive Board Contact to ensure that every instructor and assistant has a current, satisfactory criminal background check on file.
 - Manage the Communication Plan to publicize event with support of Exec Board Contact.
 - The Elf Workshop Assistant(s) will cooperate with and support the Chairperson in planning, coordinating, and implementing the Elf Workshop classes.
 - This person is the budget manager for Elf Workshop.
 - Time commitment: Majority in Oct. & Nov. & the actual ELF week (early December).
 - Follow CTE Club Procedures.
 - Implement Dismissal Plan (ie unlocking of doors) in accordance with front office policies.
 - Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the ELF Workshop binder, flash drive and timeline, and completing an annual post event report.
- Term:
- One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other:
- The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Family Fun Night (FFN) Chairperson(s)

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties ● Attend meetings of the General Board and general membership.
● Strive to fulfill the criteria and achieve the goals listed below:
● Encourage a sense of community at CTE;
● Build on and facilitate the growth of old and new relationships amongst CTE families;
● Encourage and allow participation by all CTE families who want to attend (e.g., no maximum participation restrictions imposed by the vendor);
● Structure FFN so it is free of charge or of minimal cost to CTE families and so CTE families with limited financial means can attend (i.e., include language that financial assistance is available for families on free or reduced lunch program, if applicable).
● Plan and manage a minimum of two Family Fun Night events per school year. This includes, but is not limited to the following duties:
● Select and schedule activities upon obtaining approval from the Executive Board.
● Draft and obtain approval of all communications.
● Timely disseminate information about the event to the general membership.
● Manage the Communication Plan to publicize event with support of Exec Board Contact.
● Solicit and correspond with volunteers.
● Work with the applicable Executive Board Contact to ensure that all volunteers have a current, satisfactory criminal history check.
● Coordinate and collect any applicable fees in accordance with the CTE PTO Financial Policies and Procedures (a copy of which is included in the FFN Committee Chairperson binder).
● Communicate with the Treasurer throughout the school year to ensure that expenditures are being made properly and that fees (if applicable) are being managed properly.
● Remain within designated budget, unless otherwise specifically approved by the Executive Board.
● Maintain a complete and accurate record of all expenses.
● Attend each FFN event for which person is responsible.
● Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the FFN Committee Chairperson binder, flash drive and timeline and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Fifth Grade Special Events Chairperson(s)

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties ● Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
● Stay in contact with the fifth grade teachers and Room Parents to help plan and organize committees for fifth grade events such as the 5th grade trip to Biztown and the End of the Year Recognition Ceremony.
● Stay in contact with the fifth grade teachers and room parents to plan for any class/students gifts (memorabilia).
● Enlist volunteers as needed for any events.
● Work with Executive Board Contact to verify that volunteers have a current, satisfactory criminal background check.
● Responsible for managing the budget of 5th grade events and memorabilia supported by PTO funds.
● Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Fifth Grade Special Events binder, flash drive and timeline, and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Fundraiser (Cherry Blossom Festival) Co-Chairpersons

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
● Must be able to follow a timeline and work well with others.
● Must be confident in computer skills & online organization.

Duties ● Attend PTO General Board meetings to share budget updates & progress and to coordinate with other PTO activities underway.
● Plan and execute the Cherry Blossom Festival and security.
● Manage the Communication Plan to publicize event with support of Exec Board

Contact.

● Establish sub-committees as appropriate to complete detailed work in each area: volunteer coordinator, program, wristband sales, sponsors/raffle items, raffle supervisors, Teacher's Treasures, decorations, games, prizes, cake walk, bake shop, and cafeteria not to be limited to these areas.
● Monitor net profit vs. budget and provide updates to the PTO General Board.
● Provide detailed documents of the event and an evaluation of the event and make recommendations for future improvements.
● This position is the budget manager for the Cherry Blossom Festival.
● Timely completion of "close-out" tasks as requested by Vice President/President Elect, including updating the Cherry Blossom Festival binder and timeline and completing an annual post event report.

Term: There are no term limits for this position. However, the Nominating Chairperson may, at his/her discretion or at the request of the Executive Board, encourage an individual to rotate to a different committee chair position if it is deemed desirable for encouraging newcomer involvement or infusing new ideas/approaches to this position.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Reviewed: February 2020

Fundraiser (Parents' Night Out) Co-Chairpersons

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
● Must be able to follow a timeline and work well with others.
● Must be confident in computer skills & online organization.

Duties ● Attend PTO General Board meetings to share budget updates & progress and to coordinate with other PTO activities underway.
● Plan and execute the Adult Night, publicity, & security.
● Manage the Communication Plan to publicize event with support of Exec Board

Contact.

● Establish sub-committees as appropriate to complete detailed work in each area: volunteer coordinator, program, sponsors/raffle items, raffle & silent auction supervisors not to be limited to these areas.
● Monitor net profit vs. budget and provide updates to the PTO General Board.
● Provide detailed documents of the event and an evaluation of the event and make recommendations for future improvements.
● This position is the budget manager for the Adult Night fundraiser.
● Timely completion of "close-out" tasks as requested by Vice President/President Elect, including updating the Adult Night binder and timeline and completing an annual post event report.

Term: There are no term limits for this position. However, the Nominating Chairperson may, at his/her discretion or at the request of the Executive Board, encourage an individual to rotate to a different committee chair position if it is deemed desirable for encouraging newcomer involvement or infusing new ideas/approaches to this position.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Reviewed: February 2020

GRAND-Persons Breakfast Chairperson(s)

- Board:
- Member of the General Board and general membership.
- Requirements:
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
- Duties
- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
 - Plan and execute the breakfast.
 - Order food, make facility arrangements and determine set up needs.
 - Coordinate with building staff for parking needs and /or shuttles for visitors.
 - Verify that any parent volunteers have current, satisfactory background checks completed (set up, serve, etc.).
 - Coordinate volunteer efforts for both dates of the GRAND-Persons Breakfast.
 - Liaise with PTO executive board contact, Cafeteria Manager, POPS chair (parking coordination) and front office staff for this event.
 - Manage the Communication Plan to publicize event with support of Exec Board Contact.
 - This position is the budget manager for the breakfast.
 - Implement Arrival Plan (ie unlocking of doors) in accordance with front office policies.
 - Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the GRAND-Person’s binder, flash drive and timeline, and completing an annual post event report.
- Term:
- One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other:
- The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Ice Cream Social Chairperson(s)

- Board:
- Member of the General Board and general membership.
- Requirements:
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
- Duties
- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
 - Plan and execute the back-to-school Ice Cream Social.
 - Order ice cream, make facility arrangements and determine set up needs.
 - Verify that any parent volunteers have current, satisfactory background checks completed .
 - Coordinate volunteer efforts at the Ice Cream Social.(set up, serve, etc)
 - Manage the Communication Plan to publicize event with support of Exec Board Contact.
 - Liaise with PTO Executive Board Contact & Cafeteria Manager for this event.
 - This position is the budget manager for the Ice Cream Social.
 - Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Ice Cream Social binder, flash drive and timeline, and completing an annual post event report.
- Term:
- One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other:
- The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Lego Club Chairperson(s)

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
● Must have both technology and computer skills.

Duties ● Attend PTO General Board meetings to share the progress of Lego Club.
● Meet with front office staff to establish session dates for Lego Club.
● Meet with the Media Specialist to establish session dates for Lego Club.
● Set up a minimum of a 2 session schedule per school year.
● Conduct a Lego enrollment session (s).
● Manage the registration for each session offered.
● Work with Treasurer to collect fees from participating students.
● Solicit parent volunteers from students participating in the club. Work with Executive Board Contact to verify that all volunteers have a current, satisfactory criminal background check.
● Schedule a minimum of 4 volunteers/wk (Break down- Kindergarten, First grade, 2nd/3rd grade, and 4th/5th grade.)
● Manage the Communication Plan to publicize event with support of Exec Board Contact.
● Schedule and contact club volunteers notifying them of the day(s) they will assist.
● Provide volunteers written club rules for participants to follow.
● Oversee all sessions, including students and volunteers.
● Implement Dismissal Plan (ie unlocking of doors) in accordance with front office policies.
● Follow CTE Club Procedures.
● Enforce parent/guardian/ESE pick up procedure inside the school at the end of each class.
● Ensure Legos are clean and ready to be utilized each week.
● Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Lego Club binder, flash drive and timeline, and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Media Center Coordinator

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties ● Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
● Work with Cherry Tree's media specialist, to recruit Media Center Volunteers.
● Work with Executive Board Contact to verify that volunteers have a current, satisfactory criminal background check.
● Schedule the Media Center Volunteers.
● Train Media Center Volunteers.
● Organize, maintain and share with the media specialist the volunteer list, complete with email addresses and phone numbers.
● Serve as the main contact person for Media Center Volunteers.
● Timely completion of "close-out" tasks as requested by Vice President/President Elect, including updating the Media Center Coordinator binder and timeline and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Newcomers Chairperson

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
● Have knowledge of school policies and procedures.

Duties ● Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
● Update Newcomers Documents for use throughout the academic year.
● Enlist volunteers and organize summer tours of the school for new families.
● Set up and supply orientation materials as needed at Newcomers table during Ice Cream Social.
● Work with CTE Principal and Executive Board Contact to coordinate a newcomer event to welcome families new to Cherry Tree after school is underway. (Past events have included a park playdate, a parent's coffee, etc.)
● Update and arrange printing of the newcomer information packet to be distributed at the spring Kindergarten orientations, the summer tours, or as new families arrive during the school year.
● Liaise with the School Counselor to help new families to CTE throughout the year.
● Timely completion of "close-out" tasks as requested by Vice President/President Elect, including updating the Media Center Coordinator binder and timeline and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Newsletter Chairperson

- Board: ● Member of the General Board and general membership.
- Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
● Must have working knowledge of a suitable desktop publishing software protocol for editing and electronically conveying newsletter.
- Duties ● Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
● Edit, procure, and publish the monthly newsletter from input received from the Executive Board.
● Prepare for electronic distribution of the newsletter on alternating Thursday of each month.
● Provide a preview copy of the newsletter to the President, Principal, and Principal's Secretary for acceptance.
● Issue the newsletter to the Principal's Secretary for email distribution.
● Send an electronic copy of the newsletter to the Communications Secretary for posting on the website.
● Timely completion of "close-out" tasks as requested by Vice President/President Elect, including updating the Newsletter Coordinator binder and timeline and completing an annual post event report.
- Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Nominating Secretary

- Board:
- Member of the General Board and general membership.
- Requirements:
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
 - Have knowledge of PTO job descriptions, school policies and procedures, and familiarity with many parent volunteers.
- Duties
- Work with the PTO Exec board & nominating committee to fill board positions for the following school year.
 - Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
 - In mid-January, you will submit to the Vice President 2-3 PTO members' names as possible nominating committee members.
 - The PTO Exec Board will form the nominating committee whose members include the Nominating Secretary, current PTO President, Vice President, and a minimum of three at-large positions.
 - Confirm these nominating committee candidates by the end of January.
 - In late winter, communicate with current board members who have not responded to the preference link regarding the retention of their positions.
 - In February/March, attend 1-2 nomination meetings, take notes during the meeting, solicit new incoming board members as needed, & update the master slate spreadsheet including verification of criminal background checks.
 - Work with Executive Board Contact to verify that all appointed board members have criminal background checks on file. Executive Board approval is necessary for the committee membership and the newly appointed board membership.
 - Email all slate members confirming their acceptance.
 - Update the slate as needed. You will need to provide the Vice President or Communications Secretary with the slate to post 2 weeks before the PTO General Board meeting. The slate will be voted on per bylaws at this meeting.
 - Present the final slate at the April General Board meeting for a vote.
 - Timely completion of "close-out" tasks as requested by Vice President/President Elect, including updating the Nominating Secretary binder and timeline and completing an annual post event report.
- Term:
- One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other:
- The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Parents and Pastries Chairperson(s)

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties ● Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
● Plan and execute the breakfast event.
● Order food, make facility arrangements and determine set up needs.
● Manage the Communication Plan to publicize event with support of Exec Board Contact.
● Coordinate with building staff for parking needs and /or shuttles for visitors.
● Verify that any parent volunteers have current, satisfactory background checks completed .
● Coordinate volunteer efforts for both dates of the Parents and Pastries breakfasts. (set up, serve, etc.)
● Liaise with PTO Executive Board Contact, Cafeteria Manager, and front office staff for this event.
● This position is the budget manager for Parents and Pastries.
● Timely completion of “close-out” tasks as requested by Vice President/President Elect, including updating the Parents and Pastries binder and timeline and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Patriots Fall Fundraiser (“PFF”) Chairperson(s)

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Lead the PFF “Write a Check” fundraiser campaign.
- Compose a letter to be sent to entire student body requesting families to take part in Patriots Pay It Forward as our primary fall fundraiser. Collaborate with both the VP of Ways and Means and the PTO President to ensure all pertinent information is included in said letter.
- Attach a PTO membership welcome letter (from Executive Board) to the “Patriots Pay It Forward” letter.
- Set up a table at the Ice Cream Social to collect money for PFF.
- Collect money and update Excel spreadsheet to determine who joined and how much money was collected. Share this information with the VP of Ways and Means on an ongoing basis.
- Manage the Communication Plan to publicize event with support of Exec Board Contact.
- Provide weekly donations for deposit to assistant treasurer.
- Provide an evaluation of the fundraiser and make recommendations for future improvements to the VP of Ways and Means.
- Timely completion of “close-out” tasks as requested by Vice President/President Elect, including updating the Patriots Fall Fundraiser binder and timeline and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Pops of Patriots (POPs) Chairperson

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties ● Attend meetings of the General Board and general membership.
● Communicate with and organize meetings for POPs members, as needed/desired.
● Organize and run various events throughout the year, as approved by the CTE PTO Executive Board (e.g., Dunk Tank at the Ice Cream Social, Cherry Blossom Festival POPs game, and breakfast during Teacher Appreciation Week).
● Work with CTE administration to coordinate parking during Parents and Pastries and GRAND-Persons Breakfast.
● Solicit and manage volunteers to assist with parking during Parents and Pastries and GRAND-Persons Breakfast.
● Solicit POPs members to volunteer as First Days of School Greeters and work with the CTE PTO President on the first days of school to organize and manage all Greeters.
● Adhere to and manage POPs budget and maintain a complete and accurate record of all expenses.
● Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the POPs binder, flash drive and timeline, and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

PTO Bakers

- Board:
- Member of the General Board and general membership.
- Requirements:
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
- Duties
- Attend meetings of the General Board and general membership.
 - In the past, we have used Sign Up Genius to organize PTO Bakers. You will receive a list of volunteers from your Executive Board Contact prior to the school year beginning.
 - Plan a monthly baking day, the past few years it has been on Wednesdays. Check with the front office to see if Wednesday remains the best day.
 - You may plan themed days, like Cupcake Day, Pie Day, Peanut Butter Day, etc but it is not necessary.
 - In addition to the monthly baking, PTO Bakers provides breakfast treats for the Veterans' Day program.
 - Other programs, such as Fifth Grade Events or Teacher Appreciation, may call upon Bakers to help provide items for events. You can reach out to your Bakers as needed when other chairs reach out.
 - Adhere to and manage Bakers' budget and maintain a complete and accurate record of all expenses.
 - Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the Bakers binder, flash drive and timeline, and completing an annual post event report.
- Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: June 2020

Random Acts of Kindness Chairperson(s)

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties ● Attend meetings of the General Board and general membership.
● Organize and recruit volunteers for School Supply Set-up day in July.
● Plan and execute random acts of kindness for CTE.
● Enlist volunteers, as/if necessary.
● Send pictures and articles to the President for inclusion in the PTO newsletter and CTE PTO social media.
● Adhere to and manage the Random Acts of Kindness budget and maintain a complete and accurate record of all expenses.
● Timely complete “close-out” tasks as requested by the Vice President/President Elect, including updating the Random Acts of Kindness binder, flash drive and timeline, and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Science Fair Chairperson(s)

- Board:**
- Member of the General Board and general membership.
- Requirements:**
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
 - Interest and/or experience in field(s) of science is desirable, but not required.
- Duties**
- Attend meetings of the General Board and general membership.
 - Update the Informational Packets that are made available to students to assist with their projects.
 - Timely publicize the Science Fair to CTE families (via paper flyer at the Book Fair, the newsletter, and social media).
 - Prepare the Participant Registration Form and Judge/Volunteer Registration Form (“Forms”). Work with the PTO Communications Secretary to post the Forms on the CTE PTO website, provide links to the Forms in relevant PTO communications, and manage responses obtained through the Forms.
 - Manage the Communication Plan to publicize event with support of Exec Board Contact.
 - Respond to questions and communicate with CTE families, as needed.
 - Plan the Science Fair layout (e.g., student display locations, judging and registration tables, etc.) and prepare necessary signage.
 - Provide on-site management during the Science Fair (including during setup and cleanup).
 - Update the Judging Form prior to the Science Fair.
 - Monitor and manage the judging process during the Science Fair.
 - Coordinate the purchase and distribution of participant buttons, awards and trophies.
 - Solicit, schedule, and train volunteers.
 - Organize refreshments for judges (if applicable).
 - Register for regional competition.
 - Contact local vendor(s) to obtain rewards for participants (e.g., free ice cream cone).
 - Coordinate thank you notes to volunteers, judges and donating vendors.
 - Adhere to and manage the Science Fair budget and maintain a complete and accurate record of all expenses.
 - Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Science Fair binder, flash drive and timeline, and completing an annual post event report.
 - If mentoring sessions are offered:
 - Schedule and reserve space for the sessions with CTE and your Executive Board Contact.
 - Solicit, schedule and train volunteers for the sessions.
 - Prepare a Mentoring Sessions Registration Form.
 - Adhere to the CTE PTO Club Procedures.
- Term:** One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other:** The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised:** February 2020

Spirit Wear Chairperson(s)

- Board:
- Member of the General Board and general membership.
- Requirements:
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
- Duties
- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
 - Request and compare proposals/quotes to choose vendor, as/if necessary.
 - Work with an outside vendor to design and offer Cherry Tree logo spirit wear.
 - Manage the Communication Plan to publicize event with support of Exec Board Contact.
 - Coordinate Spirit Wear sales at the back-to-school Ice Cream Social and Back-to-School Nights. These responsibilities include:
 - Planning setup and displays
 - Obtaining pre-order spirit wear to sell at events
 - Organizing volunteers to help with sales
 - Taking orders and payments at events
 - Prepare (or have the vendor prepare) an order form. Obtain copies and distribute the form in the summer mailer and at back-to-school events.
 - Collect and collate orders and funds.
 - Coordinate deposits and vendor payment with the PTO treasurer. Deposits to be made weekly per Financial Guidelines.
 - Receive and distribute the spirit wear orders.
 - Troubleshoot order-related issues as they arise.
 - Timely completion of “close-out” tasks as requested by Vice President/President Elect including updating binder and completing an annual report.
- Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Staff Hospitality Chairperson(s)

- Board:
- Member of the General Board and general membership.
- Requirements:
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
- Duties
- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
 - Coordinate food and beverages for the Back to School and End of School Year Teachers' Luncheons.
 - Enlist volunteers to assist with food preparations and hosting of these events.
 - Work with Executive Board Contact to verify that volunteers have a current, satisfactory criminal background check completed.
 - Purchase paper goods, as needed for the PTO events.
 - Coordinate reception food, beverages, and volunteers for the annual Veterans Day program.
 - Work with music teacher on any additional needs for Veterans Day program
 - This position is the budget manager for Staff Hospitality. Please be familiar with the budget and turn in requests for reimbursement within 7 days after the event per Financial Guidelines.
 - Timely complete "close-out" tasks as requested by Vice President/President Elect including updating Staff Hospitality binder and completing an annual report.
- Term:
- One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other:
- The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Teacher Appreciation Week Chairperson(s)

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties ● Attend meetings of the General Board and general membership.
● Purchase and present approved gifts to teachers.
● Create and execute packaging/gift presentation for the recognition gifts (mentioned above).
● Plan and execute the teacher appreciation luncheon during teacher appreciation week.
● Enlist volunteers, as/if necessary.
● Send pictures and articles to the President for inclusion in the PTO Communicator and CTE PTO social media.
● Adhere to and manage the Teacher Appreciation Week budget and maintain a complete and accurate record of all expenses.
● Timely complete “close-out” tasks as requested by the Vice President/President Elect, including updating the Teacher Appreciation Week binder, flash drive and timeline, and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Teacher Fun Clubs Chairperson

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties ● Attend meetings of the General Board and general membership.
● Collect list from Principal of teachers interested in leading Fun Clubs.
● Meet with front office staff to establish session dates for Clubs.
● Conduct a Club enrollment session (s).
● Manage the registration for each Club offered.
● Manage the Communication Plan to publicize event with support of Exec Board Contact.
● Work with Treasurer to collect fees from participating students.
● Schedule and contact club volunteers notifying them of the day(s) they will assist.
● Follow CTE Club Procedures.
● Enforce parent/guardian/ESE pick up procedure inside the school at the end of each class
● Timely complete “close-out” tasks as requested by the Vice President/President Elect, including updating the Teacher Fun Clubs binder, flash drive and timeline, and completing an annual post event report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Ways and Means Committee - Box Tops

Board: ● Member of the General Board and general membership.

Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.

Duties ● Attend meetings of the General Board and general membership.
● Serve as the “box tops expert” for the CTE PTO.
● Encourage CTE families to collect box tops year-round.
● Manage the Communication Plan to publicize event with support of Exec Board Contact.
● Organize and run at least one contest at the times designated on the CTE/CTE PTO Calendar. This may include, among other things:
● Planning the contest themes, if any
● Advertising the contests to CTE families via social media, CTE PTO website, display case (if applicable) and school-wide communications.
● Coordinating box top collection with CTE teachers.
● Ensuring and coordinating timely counting of box tops for each contest.
● Soliciting volunteers to help count box tops, if necessary.
● Planning/scheduling no-cost or low-cost prize for contest winner, if applicable.
● Announcing winner.
● Timely mail submissions to the Box Tops For Education Program in accordance with Program rules.
● Keep your Executive Board Contact aware of submissions’ status and income earned.
● Timely complete “close-out” tasks as requested by the Vice President/President Elect, including updating the CTE PTO Ways and Means Committee – Box Tops binder, timeline, job description and completing an annual report.

Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: February 2020

Ways and Means Committee-Restaurant Nights

- Board: ● Member of the General Board and general membership.
- Requirements: ● Must be a member of the CTE PTO.
● Must have a current, satisfactory criminal history check.
- Duties ● Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
● Plan and execute Restaurant Nights. Work with local owners/managers and create all forms of publicity.
● Manage the Communication Plan to publicize event with support of Exec Board Contact.
● Work with the Treasurer and V. P. of Ways and Means to communicate budget information for scheduled restaurant nights.
● Provide information to the PTO General Board regarding upcoming programs and performance against budget goals.
● Liaise with the VP Ways and Means and Assistant VP Ways and Means on Executive Board throughout the year.
- Term: One year.
Note that the Nominating Committee may encourage an individual to rotate to a different position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other: The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020

Wellness Wednesday Chairperson(s)

- Board:
- Member of the General Board and general membership.
- Requirements:
- Must be a member of the CTE PTO.
 - Must have a current, satisfactory criminal history check.
- Duties
- Attend meetings of the General Board and general membership.
 - In August, meet with the CTE nurse to schedule Wellness Wednesdays for the school year.
 - Work with the CTE nurse and/or food vendor (e.g., Kroger) to order (or obtain through donation) unique fruit(s) or vegetable(s) for Wellness Wednesdays.
 - Organize food pickup and transport to CTE on Wellness Wednesdays.
 - If food preparation is not done by the applicable food vendor, prepare food in the CTE cafeteria/kitchen in accordance with applicable food preparation guidelines (if any).
 - Solicit and schedule volunteers to setup, serve and cleanup during all lunch periods on Wellness Wednesdays.
 - Send notifications of upcoming and/or past Wellness Wednesdays to the President for inclusion in the PTO Communicator, as appropriate.
 - Adhere to and manage Wellness Wednesday budget and maintain a complete and accurate record of all expenses.
 - Timely complete “close-out” tasks as requested by the Vice President/President Elect, including updating the Wellness Wednesday binder, flash drive and timeline, and completing an annual post event report.
- Term:
- One year.
Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.
- Other:
- The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.
- Last Revised: February 2020