

PTO Committee Chair Responsibilities

**Chairs of an event-specific committee (e.g., Winter Social, Book Fair, Cookies & Carols, etc.) should plan to be there for the duration of the event, including event setup and cleanup.*

Winter Social (February 4, 2023)

For over 30 years, Fling and Winter Social have been the PTO's biggest fundraisers for our school. The two events alternate years, and the 2022-23 school year is a "Winter Social" year. While the Fling is a formal gala with a seated dinner and live auction, the Winter Social is a more casual, themed party held at SMES that features a silent auction, a live band, heavy hors d'oeuvres, and a full bar.

The 2023 Winter Social Chairs will plan the best party of the year. They will choose the theme, draft event communications, create family and corporate sponsorship levels, book vendors, oversee acquisitions, recruit volunteers, and work with Winter Social subcommittees. Planning starts in the *summer and continues through February*.

There are seven Winter Social subcommittees that also need chairs/co-chairs: **Auction/Acquisitions, Corporate Sponsorship, Family Sponsorship, Teacher Treasures, Decorations, Social Media, and Graphic Design/Printed Materials.**

Book Fair – Fall & Spring (November 14-18, 2022 & April 17-21, 2023)

Fall Book Fair Chairs and Spring Book Fair Chairs plan their respective book fairs. The chairs work with the librarians to confirm fair details. They recruit volunteers, assist volunteers during the fair, and oversee/help with fair setup and take-down.

Cookies and Carols (December 9, 2022)

Chairs meet in October to start planning this festive event. They find a Santa, recruit volunteers to bake cookies, recruit volunteers to help with the event, set up for the event, and clean up after the event.

Dads' Events (TBD)

Dad's Events Chairs plan two fun events for SMES dads. Chairs meet with their committee at the beginning of the year to decide on and plan for the events. They meet again before each event to delegate responsibilities.

Daughters' Dance (March 25, 2023)

This fun spring event is for young ladies in pre-K through 8th grade and their fathers/other special adult. **Planning starts in November or December.** Chairs choose a theme for the dance, book vendors (DJ, photographer, etc.), secure decorations and food, order charms for the girls, solicit and organize volunteers, assist volunteers during the event, and oversee/help with event setup and cleanup.

Decorations – Fall & Christmas (September 26 and November 28, 2022)

Chairs put up fall decorations around the school in September. They take those down and put up Christmas decorations in late November. Chairs take down the Christmas decorations when school resumes in January.

Fall Festival (October 22, 2022)

Fall Festival, a long-standing St. Martin's tradition, is returning this October! This family-favorite event features carnival games and rides, a "fright walk," face painting, balloon animals, food trucks, a cake walk, a bake sale, and much more.

Planning starts in late summer. Chairs book vendors (rides, DJ, balloon artist, face painter, food vendors, etc.); coordinate with Boy Scouts to set up the fright walk; recruit and manage volunteers; and oversee/help with event setup and cleanup.

Field Day – EC (May 4, 2023) **& ES** (May 5, 2023)

Chairs work with the school to plan these fun-filled events. They recruit and manage volunteers, secure outside vendors, and purchase supplies (décor, snacks, and theme related props). They also help with event setup and cleanup.

Hospitality

Chairs plan meals for teachers, faculty, and staff throughout the year (the week before school, on Back to School Nights, on conference days, and at the end of the year). Chairs meet with their committee before each event and solicit volunteers to help with event setup and cleanup.

Lost and Found

Chairs meet every six weeks to sort through the lost and found bins at school and return labeled items to their owners. *Sort dates are flexible and are generally scheduled at the chairs' convenience.*

MS Graduation (May 25, 2023)

Chairs plan the graduation reception for the 8th graders. The chairs get food, decorations, and treat bags for the reception. They also recruit volunteers and help with event setup and cleanup.

New Family Committee – EC, ES, & MS

Each division needs its own New Family Committee Chairs. Chairs solicit, train, and pair Warrior Buddies in **March/April**, attend New Family picnics in **May**, and plan new student/Warrior Buddy back-to-school events in **August**. From **April through September**, the chairs also send regular communications to Warrior Buddy volunteer families and new families.

Orientation (August 17, 2022)

In **early August**, the chairs work with the school to collect materials for Orientation Packets. They work with their committee and/or volunteers to assemble, organize, and distribute the packets. They also decorate the gym for Orientation Day.

Parent Social (September 27, 2022)

Chairs plan a casual party for all SMES parents. Planning starts in **late summer**. Chairs select a venue, plan food and beverage options, secure event rentals (tables, chairs, etc.), book vendors, and draft event communications.

Photographer

The PTO Photographer takes pictures at PTO events held after school and/or held off-campus. He or she uploads those pictures to the PTO's Google Drive and if requested, sends the pictures to the PTO Communications Co-Chairs.

Recycled Book Sale (May 24, 2023)

The chair works with each division to create a Google Sheet that shows which textbooks from this school year can be recycled/sold for the next school year. The list goes out to parents in **May**. Parents handle all sales themselves.

Recycled Uniform Sale (August 17, October 14, February 24, and May 24)

Chairs host four sales per year, meeting once before each sale. Chairs recruit volunteers to help with the sale (including setup and cleanup). Chairs also oversee the collection, sorting, and storage of all donated items.

Room Representative Coordinators

Room Representative Coordinators oversee the classroom and grade level room representatives. Coordinators are responsible for training room representatives, reviewing all classroom volunteer opportunity SignUpGenius pages, and communicating with/serving as a resource for room representatives. While this is an ongoing, yearlong position, the bulk of the work falls in **August/September**.

School Store

Chairs of this ongoing committee keep the school store stocked with inventory throughout the school year, promote the store before school-wide spirit days, and track store income and expenses. Chairs fill online orders and deliver them to the child's homeroom. They also staff the store with parent volunteers. (Typically, the store is open to students a few mornings a week.)

Sweatshirts are the most popular school store item, and most sweatshirt orders are placed before Orientation in **August**. The chairs prepare these orders for distribution at Orientation.

Sons' Event (*April 1, 2023*)

Chairs plan a fun event or outing for SMES boys in pre-K through 8th grade and their moms/other special adult (e.g., Bingo, "Warrior Games," bowling, etc.). Chairs book vendors, secure supplies and decorations, plan food and drink options, recruit/manage parent volunteers, and work during the event (including setup and cleanup). Some planning occurs *in the fall*, but most of the planning takes place in the *two months before the event*.

Spirit Events and Community Rebates

The chair plans one Spirit Night/Event a month. They choose a date for the event, coordinate event details with local restaurants, and publicize event details to the SMES community. The chair also ensures SMES is enrolled in community rebate programs and promotes the programs throughout the year.

Storage Coordinator

The Storage Coordinator is responsible for keeping track of the items in the PTO's storage unit, retrieving requested items from storage, returning items to the unit, and keeping the storage unit organized.

Teacher Appreciation

Chairs plan several events for teachers, faculty, and staff throughout the school year, including the Christmas Breakfast in early December and Teacher Appreciation Week in the spring. They also distribute birthday gifts/treats for teachers and staff. Chairs meet with their committee in late August, and they meet again before each event.

Veterans Day Assembly (*November 11, 2022*)

Chairs help Mrs. McKerley, the school's drama teacher, plan and decorate for the Veterans Day Assembly. Chairs also help solicit volunteers to help with the event.

Warrior Run (*November 12, 2022*)

Chairs work with ORION Racing to plan this fundraiser and family-favorite event, which includes a fun run, an AJC Peachtree Road Race qualifying 5K, and a post-race celebration.

The chairs work with ORION to create a race registry. The chairs also publicize Warrior Run both within and outside the SMES community, apply for any necessary permits, secure medical personnel and police officers for the race, design and order race t-shirts, get race prizes, plan the post-race celebration, book vendors, organize/help with event setup and cleanup, and recruit volunteers. They also oversee and work with two subcommittees: Public Relations (responsible for advertising the race and promoting the race on social media) and Corporate Sponsorship (responsible for securing corporate sponsors).

Planning Warrior Run starts in *late summer and continues through November*.

Warrior Wings

Chairs recruit and manage volunteers who prepare meals for St. Martin's community members experiencing a death in the family, a birth or adoption, a hospitalization, or a surgery. The chairs review meal needs referred to them and coordinate with volunteers to prepare and deliver the meals. Chairs also work with the school to arrange on-campus storage of pre-made meals. There are usually about 40 meal requests per year.