



### CHS PTO Leadership Team Proposed Slate for 2023-24 School Year

<b>Position</b>	<b>Nominee</b>	<b>Description</b>
President	Lisa Pellegrino	Leads the Executive team. Main contact for school staff. Works with Treasurer to manage budget. Schedules and runs monthly meetings. 4-6 hours/month
Vice President	Jennifer Brosius Penick	Assists President. Attends PTO meetings and Coordinating Council meetings. Manages Greyhound Gazette (PTO newsletter) publication schedule. Becomes President the following year. 2-3 hours/month
Secretary	Beth Russo	Takes notes during PTO meetings and uploads meeting notes to PTO web site. 2 hours/month
Treasurer	Vinayak Tanksale	Responsible for the fiscal health of CHS PTO. Manages budget, payments, and donations with QuickBooks and PayPal software. 4-5 hours/month
Assistant Treasurer	Gwen Shaneck	Responsible for assisting Treasurer to help manage fiscal health of the CHS PTO. Becomes Treasurer next year. 2 hours/month
Backpack Program Chair	Jennifer Cassidy	Responsible for food and financial collections throughout year. Manages volunteers to distribute supplies to students. Manages clothing closet efforts. 5-6 hours/month
Hospitality Chair(s)	Regan Summers & Kim Foote	Organizes and executes monthly "Teacher Tuesday Treats" program for staff at CHS. Sets up Signup Genius, gathers items, and manages delivery. 2-3 hours/month
Membership Chair(s)	Kim Foote & co-chair Wendy Harlow	Responsible for promoting PTO at start of year/Welcome Week (early August), including staffing PTO presence at school. Must be available during summer months. 2-3 hours/month
Homecoming Chair	Jennifer Brosius Penick	Works with staff and volunteers to create and execute food, activities, and prizes for Homecoming Dance. Strong support from staff. Hours as needed during summer months and August/September.
After Prom Chair	<b>OPEN</b>	Works with staff and volunteers to create and execute food, activities, and prizes for AfterProm party. Strong support from staff. Hours as needed between January and May.
Senior Celebration Chair	<b>OPEN</b>	Creates and executes plan to celebrate seniors throughout month of May. Organizes donations, communications, promotions, sponsorships, and prizes. Hours as needed January-May.
Top Scholars Celebration Chair(s)	Xiaona Chu, Kristy Bryan, Rama Varigonda & Catherine Nies	Works with staff to execute annual Top Scholars Celebration event in April. Manages volunteers and vendors. 2-3 hours/month during February-April.
Communications Chair	Jessica Barrett	Manages PTO web site, Facebook, and Twitter content. Creates monthly PTO email communication. Answers questions from families and community members and generates social media content. 1-2 hours/month