



2023-24 HJS PTSO Open Positions

Contact hjsptso@gmail.com if interested

Vice President/Co-President

The Vice President shall oversee the committee system of the PTSO and act as an aide to the President. The Vice President shall perform the duties of the president in the absence or inability of that officer to act. The Vice President shall perform other duties as assigned by majority vote of the Executive Committee.

Ideally, though not mandatory nor guaranteed, the vice president will run for president the following school year. This helps ensure continuity given students are only at HJS for two years.

Staff Appreciation

Plan & organize staff appreciation events, including but not limited to staff appreciation week in May. The chair has freedom to determine when & how to show appreciation for staff provided executive board approval and funds available in the budget. Individual teachers cannot accept gifts valued over \$25. Larger "gifts" can be given to staff using raffles to select recipients at random.

There is a separate chair for conference dinners. These chairs may work closely with one another and form a joint committee at their discretion.

CARES Coordinator

CARES stands for Championing Abilities, Relationships Equity and Strengths. Our mission is to support those students and families who may be on IEPs, 504s or have learning differences. For my family there have been times in the past where PTO events have not been fully accessible for our family because of sensory challenges, accessibility, etc. A lot of times, small accommodations can make a BIG difference in welcoming families and students and don't cost anything but may mean some creative thinking. In my experience at Heritage a lot of the accommodations have been easily implemented but just weren't something that most parents would think to do because their children navigate the events without needing additional support. I am trying to encourage all parent organizations to have a CARES Coordinator position on their org chart (just like fundraising, marketing, restaurants, after school activities coordinator etc.) to be a resource for other parent coordinators and/or larger events that the school parent organization puts on to ensure that all students are able to access the community of your school environment.

Volunteer Coordinator

The volunteer coordinator will maintain the Sign Up Genius for all PTSO events and activities. The coordinator will communicate with volunteers to answer any questions and provide details for the events in which they have signed up. They will coordinate with the respective committee chair to provide volunteers with event details.

Donors & Sponsorships

This role will help the president and committee chairs with getting donations and sponsors for various events throughout the year. This may include sponsors for fundraisers, donations for raffle baskets and for staff appreciation meals and gifts. Restaurant nights are managed separately.