



Brisas PTSO Positions

Executive Board Positions	Description
President	Leads PTSO meetings and oversees PTSO operation, committees, and events. Liaison between principal, teachers, and parents.
Vice President	Assists the President in the running of PTSO.
Secretary	Creates meeting agenda and records meeting minutes and attendance.
Treasurer	Manages the budget and all financial transactions. Updates financial reports to present at meetings. Receives and deposits funds accordingly into designated accounts. Prints checks for payments and reimbursements.
Volunteer Coordinator	Recruits and maintains contact with room parents, coordinators, and volunteers.
Contributions Coordinator	Organizes community builder events. Contacts local businesses for various fundraising events, ie. restaurants for community gatherings, treats for purchase after school, etc. Oversees School Cents program.
Fundraising Committee	Oversees fundraisers (Read-a-Thon). (Must have more than one volunteer).
Communications Coordinator	Promotes Brisas events through social media and website.
Historian	Takes photographs at events, organizes picture day, and creates yearbook.

Event Coordinator Positions	Description
Staff Appreciation	Organizes meals, snacks, and gifts for teachers and staff.
Art Masterpiece	Runs the Art Masterpiece program, oversees Original Works project (prepares packets, receives artwork, distributes items), organizes the Art Walk.
Ice Cream Social	Organizes ice cream social.
Pumpkin Walk	Organizes the pumpkin walk.
Turkey Trot	Collaborates with PE teacher to organize the turkey trot.
Decades Dance	Organizes the decades dance.
Field Day	Collaborates with PE teacher to organize field day.
Spring Carnival	Organizes the spring carnival.
Book Fair	Organizes the fall and spring book fair.
Kindergarten Meet & Greet	Organizes the kindergarten meet-and-greet.
Gecko Gear	Orders and distributes Brisas shirts.
Movie Night	Organizes movie nights.
Read-a-thon Committee	Organizes the read-a-thon

*All PTSO Executive Board Members and Event Coordinators are expected to attend monthly PTSO meetings.

*All Executive Board Members are also expected to attend Executive Board Meetings 2-4 times each year.