

# PTO Leadership Team Positions

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All positions are present at the monthly Leadership Team meetings as well as the four General PTO meetings. All members also assist other members and programs on the Leadership Team when available.

## **President**

Facilitate PTO Leadership Team meetings and PTO general meetings. Coordinate Leadership Team meetings and attendance at the monthly grade level chair meetings. PTO newsletter, PTO bulletin board and be the point person for all communication between SCE administration and the Leadership Team. Arrange child care for general PTO meetings.

## **Vice-President**

Preside at any meeting the President is unable to attend and assume the duties of the President in the event of his/her resignation.

## **Secretary**

Attend all general PTO meetings and Leadership Team meetings to take minutes and post to PTO bulletin board. Communicate important events within Silver Creek and the giving committee to the District weekly newsletter.

## **Treasurer**

Coordinate and help develop the annual PTO budget. Maintain accurate and up-to-date records of all receipts and disbursements. Present a Treasurer's report at every general meeting. Coordinate the grant process for staff.

## **Crossing Guard Coordinator**

Duties include making a monthly schedule, coordinating classes for new guards, recruiting new guards and taking care of any safety issues that may arise.

## **Fundraising Coordinator**

Coordinate, advertise, promote, make flyers, attend, count money and be the point person for the following fundraisers: Fun Run, ABC Fundraiser, Pig Races, Spirit Nights/Eat Outs.

## **Program Coordinator**

Coordinate, advertise, promote, make flyers, attend, count money and be the point person for the following programs: Trunk or Treat and Talent Show

## **Teacher Liaison Coordinator**

Coordinate a committee to assist with the following programs: Beginning year breakfast for the staff, Classified Employee Week, Parent/Teacher Conferences, Teacher Appreciation Week.

## **Volunteer Coordinator**

Create a database of volunteers for all events and forward to people in charge of each activity. Organize volunteers for Fall Pictures, Spring Pictures and Vision/Hearing Screening. Assist with other volunteer opportunities (Library help, academic volunteers). Plan the end of year appreciation dinner.

## **Team distributed items** (Jobs not claimed by any one position)

Yahoo site coordinator, Box Top program, CSAP snacks, Giving Committee, Carnival, Yearbook, 5th Grade Continuation and Student directory.