

Resurrection PTO

Position Descriptions 2009/2010

Executive Board Members

Co-Presidents (two year terms, staggered)

- Manage, oversee and delegate PTO activities and budget items
- Chair PTO meetings and PTO Executive Board meetings
- Act as liaison between parents, Principal, and Church
- Write weekly FYI notes and publish agenda for PTO meetings
- Review all contracts between PTO and outside parties
- Develop calendar of all PTO events
- Coordinate PTO calendar with the School and Church offices
- Approve PTO minutes for distribution
- Member of Resurrection School Foundation, attend Foundation meetings
- Speak at Back to School Night, prepare volunteer sign-up sheets
- Oversee random drawing for First Communion seating

Vice President for Montessori and Traditional Kindergarten (one year term)

- Show grade representation/participation at major PTO fund raisers
- Act as liaison between class parents, school administration and PTO
- Select class parents
- Help coordinate all student social activities
- Attend all PTO meetings
- Organize the annual Montessori and Traditional K picnic in June

Vice President for Grades 1 - 4 (one year term)

- Show grade representation/participation at major PTO fund raisers
- Act as liaison between class parents, school administration and PTO
- Select class parents
- Help coordinate all student social activities
- Attend all PTO meetings

Vice President for Grades 5 -8 (one year term)

- Show grade representation/participation at major PTO fund raisers
- Act as liaison between class parents, school administration and PTO
- Select class parents and Eighth Grade coordinators
- Help coordinate all student social activities
- Attend all PTO meetings
- Keep PTO informed of eighth grade fund raising activities

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Recording Secretary (two year term)

- Attend all PTO meetings and record minutes
- Ensure minutes are distributed to all parents

Co-Treasurers (two year terms, staggered)

- Must have an accounting or finance background
- Control budget positions
- Solicit and collect annual dues
- Record and report all PTO finances
- Accounting and internal controls for PTO fundraising events (coordinating with event treasurer)
- Provide financial guidelines to chairs of PTO activities/committees
- All banking for PTO (excluding After School Club)
- Board member of Resurrection School Foundation, attend Foundation meetings

Committee Chairs (one year terms, with option for second year)

After School Club Co-Chairs

- Plan schedule of activities
- Hire and pay artists, coaches, and instructors
- Create, distribute and collect and process all registration materials
- Submit calendars and club locations to church office at the beginning of the year
- Recruit and coordinate volunteers to help with day to day running of the program

PK4 After School Club Chair

- Plan schedule of activities
- Hire artists, coaches and instructors
- Create, distribute and collect and process all registration materials
- Submit calendars and club locations to church office at the beginning of the year
- Recruit and coordinate volunteers to help with day to day running of the program

Alternative Fundraising Chair

- Choose a date in the early Fall for a Dinner or other social fund raising event
- Plan and market this event

Back to School Cocktail Party

Resurrection PTO Position Descriptions 2009/2010

- Choose a date in late Sept or early Oct
- Solicit donations of food and wine for this onsite event
- Advertise this (no-charge) event particularly to new school families

Box Tops

- Provide a collection area for “Box Tops for Education” in the Grammar School Office.
- Periodically send in the collected box tops.
- Submit checks received to the PTO Treasurer

Catholic Schools Week Coordinator

- Plan and coordinate all special activities and themes between Principal, Church, students and parents
- Organize with Hospitality committee to host coffee on Open House Days

Christmas Fair Co-Chairs

- Begin planning during summer prior to the start of the school year
- Identify and organize events such as pancake breakfast, raffle, etc.
- Contact and secure vendors
- Contact suppliers for Topiaries, Wreaths etc
- Recruit volunteers and form sub-committees
- Manage and co-ordinate sub-committees to run the event

Community Relations Chairs (Rye Youth Council, Heard in Rye)

- Represent Resurrection at monthly meetings of Rye Youth Council
- Report pertinent issues to PTO Presidents and Principal
- Attend the Heard in Rye Lecture series

Community Service Chair

- Coordinate charitable and volunteer opportunities for students and parents
- Plan and coordinate annual “Make a Difference Day” with local organizations

Cultural Enrichment Co-Chairs

- Plan and work within budget for PTO’s Arts and Enrichment offerings
- Work directly with Principal to identify and approve new programs
- Co-ordinate with school Librarian all visits by authors

Faculty & Staff Appreciation Chairs

- Draft and distribute letter for parents requesting seasonal (Christmas and June) donations for staff
- Distribute seasonal gifts to staff

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- Provide presents and breakfast or lunch for Faculty and Staff during Teacher Appreciation Week
- Organize June luncheon to thank Faculty and Staff

Feed Your Heart Chair

- Identify and implement spiritual enrichment programs
- Address spiritual and parenthood issues for parents through speakers, parent leadership meetings (ie: parents giving talks to parents), and weekly topics on parenthood in the FYI

Field Day Liaison/School Spirit Days

- Work with the PE Department to coordinate Field Days for the Middle School (4-8) and Grammar School (1-3)
- Coordinate with Principal and Organize monthly School Spirit Days (approx 8 per year)

Hospitality Co-Chairs

- In June, prior to the next school year, identify opportunities to assist new families transitioning into school
- Host "New Parents/Family" and "Welcome Back" coffee during first weeks of new school year
- Provide refreshments on Back to School Nights
- Organize a welcome coffee on registration days in December for new families
- Liaise with Catholic Schools Week Chair to host coffee on Open House days during Catholic Schools Week
- Organize the Second Graders "First Communion Breakfast" on the Monday following First Communion

Library Chair

- Recruit and coordinate volunteers to help out at both Grammar School and Middle School Libraries

Lunch Time Volunteer Chair

- Recruit potential volunteers
- Develop schedule based upon availability
- Distribute monthly schedule to all volunteers

Middle School Sports Co-Chairs

- Assist Athletic Director with organizing Middle School Sports
- Help identify team managers for each athletic team

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Nominating Committee

- Coordinate the PTO Nominating Process for new Board Members and Committee Chairs
- Identify candidates
- Coordinate nominating process to begin in March
- Requires broad knowledge of PTO and familiarity with parent population

Parish Council Representative

- Represent the PTO at these evening meetings and report back to the PTO Presidents after each Parish Council Meeting

Publicity Chair

- Contact RCTV and local newspapers regarding all Resurrection events
- Distribute any literature and/or photos of school events

Rye Art Center Docent

- Represent Resurrection at Rye Art Center for Famous Artists program
- Recruit parents for Famous Artists program

Spirit Wear Co-Chairs

- Explore options and select items for Resurrection School Spirit Wear (i.e. gym bags, sweatshirts, jackets etc.)
- Coordinate the ordering and sale of "Spirit Wear" several times per year including at the Christmas Fair

Spring Fund Raiser Co-Chairs

- Develop theme – work with the entire school population and local community for event support
- Oversee and organize all key aspects of this major fund raiser: solicitation of donations, journal production, raffle ticket sales, etc
- Staff and run the event
- Liaise with Resurrection School Foundation – the beneficiary of this event

Uniform Chair

- Liaison between parents and uniform supplier
- Advise parents of uniform measuring days
- Organize 2 used uniform sales per year

Video Coordinator

- Contact person for "Video Bob" to film and distribute DVD's and tapes of Concerts, Graduation and Communion (approx. 5 events per year)

Wellness Committee Chair

- Work with cafeteria to provide healthy nutritious food for our children.

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Wrapping Paper (or other small Fall fundraiser) Chair

- Early in the fall, distribute order forms
- Collect all orders and payments by assigned deadline
- Distribute orders as they come in

Yearbook

- Work with administration to choose supplier and develop yearbook
- Ensure that photos are taken throughout the year at all school events
- Work with 8th graders to decide on content and create and layout pages
- Arrange for printing and distribution