

# WHITTIER PTO

## 2020-2021 Vacant Leadership Roles

### CO-PRESIDENT

**DESCRIPTION OF ROLE** | Preside at all meetings of the PTO and Executive Board. Be the official representative at monthly Coordinating Council meetings. Approve all newsletters, flyers, or notices and have approval by Principal prior to distribution.

**EXAMPLE OF DUTIES** | Plan and run monthly PTO meetings. Work w/Chairs & leadership when needed. Regularly check PTO mailbox for mail and follow up accordingly. Help in making decision in regards to PTO. Write PTO updates for the Greenleaf. Attend PTO Council meetings.

**LEVEL OF COMMITMENT** | 1-2 hours per week (average)

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### CO – VP FUNDRAISING

**DESCRIPTION OF ROLE** | Oversee fundraising efforts/events. Work with event chairs and at times chair events yourself if needed.

**EXAMPLE OF DUTIES** | Annual Trivia Night, Silent Auction, Provide support for Fun Fair and Fun Run

**LEVEL OF COMMITMENT** | 20 total hours to plan each major event

## CO – CHAIR FUN FAIR

**DESCRIPTION OF ROLE** | Coordinate Fun Fair carnival games and activities during the Spring Season. Work with school and PTO to select a date typically the first or second Saturday in March.

**EXAMPLE OF DUTIES** | Work with Carnival company to obtain and review the contract for rented carnival games. Bulk of work begins in January and includes, marketing, recruiting volunteers, advanced ticket sales, determining food and beverage organizer. A timeline of tasks is clearly laid out and will be forwarded to Co-chairs of this event.

**LEVEL OF COMMITMENT** | 20 total hours (including event itself)

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## CO – PARENT ENGAGEMENT

**DESCRIPTION OF ROLE** | The Co-VPs of Parent Engagement work closely with one another in coming up with ways to keep all families engaged at Whittier in an inclusive way. The Co-Vps of Parent Engagement are responsible for identifying new ways to engage families at Whittier such as monthly coffee meetups and other social events. Parent Engagement also includes partnering with the VPs of fundraising and representing the committee at PTO leadership meetings.

**EXAMPLE OF DUTIES** | The Co-Vps of Parent Engagement are responsible for identifying new ways to engage families at Whittier such as monthly coffee meetups and other social events. Parent Engagement also includes partnering with the VPs of fundraising and representing the committee at PTO leadership meetings.

**LEVEL OF COMMITMENT** | 0.5 Hours per week

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## CO – CHAIR TRIVIA NIGHT

### DESCRIPTION OF ROLE

Aid in coordination of activities for Trivia Night. Event takes place in January.

### EXAMPLE OF DUTIES

Organize trivia night logistics: securing venue, MC, create committees for compiling trivia, securing volunteers for the event (set-up, spotters, check-in, drink tickets, clean-up), decide on decor theme and purchase necessary items, work w graphic designer volunteer to create signage, PowerPoint slides for trivia, and marketing leading up to event. Solicit 3-4 LIVE auction donations for LIVE AUCTION portion of evening.

### LEVEL OF COMMITMENT

1-3 hours a week until closer to the event.

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## FUN RUN CHAIR

### DESCRIPTION OF ROLE

The chairman for this event is responsible for managing all aspects of the overall event and working with school/PTO leadership.

### EXAMPLE OF DUTIES

- Recruiting committee members and determining their duties
- Creating/Tracking the committee budget to achieve overall PTO goals
- Leading committee members to ensure the timeline, due dates, goals/tasks are all being met

**LEVEL OF  
COMMITMENT**

Early planning is needed for the success of this event. The chairman for this event is responsible for managing all aspects of the overall event and working with school/PTO leadership.

## SERVICE DAY CHAIR

**DESCRIPTION OF  
ROLE**

Aid in coordination of activities to clean/arrange landscape at Whittier. Service Day - usually first Saturday in May.

**EXAMPLE OF DUTIES**

Work with school and PTO to select a date - usually a Sat or Sun morning, from 9-1pm. Create emails, posters and Sign Up Genius to solicit volunteers. Call landscapers to get prices on mulch - McAdam and 1-2 others, and arrange delivery (usually front of school). Work with Green Team garden chairs to solicit compost from the Village CompostAbles program and arrange delivery. On the day of the event, make sure volunteers weed, edge, spread compost and mulch, then power wash for cleanup. Volunteers bring wheelbarrows, tools and power washers. Arrange for the school to be open that morning.

**LEVEL OF  
COMMITMENT**

1-3 hours a week until closer to the event. 10 total hours commitment.

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