

WESTWOOD PTO LEADERSHIP TEAM

Job Descriptions

PLEASE NOTE:

- (EO) = Elected Office. Nominating Committee prepares slate of nominees for General Membership election meeting. Elected officers may not serve more than 2 consecutive years in the same office.
- (AP) = Appointed Position. Nominating Committee makes recommendations for appointment by President.
- All Appointed Positions may be Co-Chaired by two volunteers if desired or necessary.
- All Appointed Positions Chairs may create Committees to assist them in their scope of work.
- All Appointed Position job descriptions are intended as a starting point and may be expanded as Chairs see fit to meet the intended purpose of the position.

(EO) **PRESIDENT** (per Bylaws)

- Presides over meetings for the organization and executive board.
- Serves as ex officio member of all committees except the nominating committee.
- Coordinates the work of the officers and committees so that the purpose of the organization is served.

(EO) **VICE PRESIDENT** (per Bylaws)

- Assists the President.
- Carries out the President's duties in their absence or inability to serve.

(EO) **2ND VP/MEMBERSHIP CHAIR** (per Bylaws)

- Organizes annual membership drive, maintains membership list and reports membership totals monthly to the President and Treasurer.
- Delivers collected membership dues to the Treasurer.

(EO) **SECRETARY** (per Bylaws)

- Keeps all records of the organization, including all minutes, bylaws and rules.
- Takes minutes, prepares agendas and sends notices of meetings to the membership.

(EO) **TREASURER** (per Bylaws)

- Receives all funds of the organization, keeps an accurate account of receipts and expenditures, and pays out funds in accordance with the approval of the executive board.
- Presents a financial statement at every meeting and at other times when requested by the executive board, and makes a full report at the end of the year.

(AP) **ADVOCACY CHAIR**

- Serves as a liaison between ACCPTA and the organization sharing local, state and national advocacy initiative updates from ACCPTA Legislative Chair.
- Maintains contact with executive board, membership and school community to learn what's important to them regarding advocacy and communicates this information back to ACCPTA Legislative Chair as needed.
- Coordinates advocacy related events/campaigns as needed.

(AP) **FACULTY BREAKFAST CHAIR**

- Organizes monthly faculty breakfasts that occur before regular faculty meetings.

(AP) **FACULTY EVENTS CHAIR**

- Organizes annual faculty breakfast (Welcome Back) and lunch (Holiday, Science Fair & Appreciation Week) events.

(AP) **FUNDRAISING CHAIR**

- Organizes regular Spirit Nights (at least 4 per year) with local vendors and manages events for raising funds needed to sustain the annual operating budget.

(AP) **MERCHANDISE CHAIR**

- Manages PTO's merchandise (e.g. t-shirts & sweatshirts) inventory, delivering and placing orders as needed.

(AP) **SOCIAL MEDIA CHAIR**

- Manages PTO's presence on social media platforms making sure all events and initiatives are appropriately communicated.

(AP) **STUDENT DANCE CHAIR**

- Organizes annual Halloween and Valentine student dances.

(AP) **STUDENT 8TH GRADE SOCIAL CHAIR**

- Organizes annual annual 8th Grade Social event.

(AP) **VOLUNTEER COORDINATOR**

- Recruits volunteers for PTO and school events as needed.
- Attends ACPS Volunteer Coordinator meetings and plans for Volunteer Recognition Week at Westwood.