

## RHES PTO BOARD OF DIRECTORS AND COUNCILS

### Job Descriptions

Key: ALL CAPS/BOLD = BOARD OF DIRECTORS; Upper and lowercase = Councils Members

#### **PRESIDENT**

The President is the Chief Executive and Operating Director of the PTO. He/she presides at all membership meetings and at the Board of Directors' meetings, serves as ex-officio member of all committees, communicates with members regarding Rocky Hill Elementary activities and information, and represents the PTO in the community. He/she serves as a liaison between the Foundation and the PTO Board especially during the times of goal-setting and fundraising. He/she can co-sign all PTO checks. If possible, will serve as Parliamentarian the year following Presidency.

#### **PRESIDENT-ELECT**

The President-Elect becomes the President the following school year. He/she assists the President and performs all duties and exercises all powers of the President in his/her absence. He/she works with the President to provide training to incoming Board and Council members, collaborates with the Parliamentarian regarding the bylaws and sets goals/strategies for his/her presidential year. He/she can co-sign all PTO checks. He/she serves on the Nominating Committee for recruitment of Board and Council for his/her Presidential year.

#### **SECRETARY**

The Secretary oversees and maintains Board and General Membership meeting minutes with physical copies kept in the RHES front office once approved. He/she writes all external correspondence of the PTO including notes of appreciation and condolences.

#### **PARLIAMENTARIAN**

The Parliamentarian is responsible for the PTO's By-laws and SOPs. He/she studies, makes recommended changes, and implements the changes.

#### **TREASURER**

The Treasurer is responsible for all aspects of finances of the PTO including statement review, check writing, deposits, budget preparation, contract obligations, and filing of necessary forms to include the SSO with KCS and the 501(c)(3) with the Secretary of State and IRS. He/she can co-sign all PTO checks.

#### **ASSISTANT TREASURER**

The Assistant Treasurer assists the Treasurer and assumes the duties in his/her absence. Whenever possible, the Assistant Treasurer becomes the Treasurer the following school year. He/she can co-sign all PTO checks.

## **RECRUITMENT DIRECTOR**

The Recruitment Director is responsible for recruiting parent and teacher volunteers to serve on the PTO Board and Council each year. The director is responsible for finding replacements for volunteers when needed. The director maintains and updates PTO job descriptions and makes recommendations for any needed changes. He/she forms a Nominating committee of 5 volunteers in February to assist with this process and presents the new slate to the current PTO Board and general membership in April for approval.

## **OPERATIONS DIRECTOR**

The Operations Director coordinates the administrative functions of the PTO to include outdoor campus/playground equipment, cafeteria, lost and found, the clinic, and sound system.

### **Sound System Liaison**

The liaison would be trained on the sound system for current and future administration and teacher and PTO knowledge. Would be available at any school/PTO production to help with the sound system. Would work in conjunction with the music teacher. Will maintain the sound system technology including ipad, speakers and microphones and any other technology that is acquired in the future.

### **Outdoor Maintenance/Playground Development**

The coordinator will develop a plan for outdoor campus improvements, including playground equipment, front entrance and outdoor structures. This person will be responsible for ordering equipment, supervising installations and maintaining playground equipment.

### **Lost & Found**

The coordinator is responsible for organizing items in the lost and found and periodically reminding parents to look through the items. This person also coordinates the removal of unclaimed items by first asking the RHES guidance counselor and nurse if any items are needed, then transporting the remainder to a donation center.

### **Clinic Coordinator**

The Clinic Coordinator will act as a liaison between the school nurse and the PTO Board. He/she will communicate needs that the school nurse has either for replenishment of supplies (extra clothes, etc.) or special event volunteers (health screening, etc.).

### **Cafeteria Volunteer Coordinator**

This coordinator is responsible for working with the Teacher Representative to arrange for the appropriate training and scheduling of cafeteria lunch shift volunteers. Coordinator would also maintain the volunteer badges and aprons in the RHES front office.

## **COMMUNICATIONS DIRECTOR**

The Communications Director directs and manages all PTO Communications to include Yearbook, Student Directory, Front Sign, PTO Bulletin Boards, PTO Social Media and website, and other various marketing pieces. The Director's role is to be a liaison between the Communications committees and the board of directors and to work with, assist, these committees as needed.

### Front Sign

The chairperson is responsible for coordinating with the operating administrator and sending PTO communication or other front sign messages to be displayed (via frontsignrh@gmail.com).

### Social Media Chair

The chairperson is responsible for managing PTO Social Media accounts for Facebook and Instagram. Chairperson will be responsible for posting PTO, Knox County and Grade level/School-wide calendars at the beginning of the school year and changes/additions made thereafter. They will approve posts to FB from directors and transfer the post to Instagram account to broaden communication reach. May also receive information from directors via email regarding reminders/events that need to be communicated, for which posts will be created. Reminder timelines will be dependent on post content (PTO event, Dine with the Rams, etc.). Chairperson responsible for approving/deleting account members, limited to current in-house parents. Also responsible for moderating comments to posts and using stock comment, "Comments have been turned off. Post content will be reviewed by the administration."

### Website and Newsletter Coordinator

This coordinator manages and maintains the RHES Website and Newsletter to reflect current and up-to-date KCS/RHES/PTO calendars, happenings and events. Coordinator will work with the Merchandising Director regarding online spiritwear sales and inventory management.

### PTO Bulletin Boards

This individual will appropriately maintain the PTO bulletin boards (2) located in the Rocky Hill Elementary School front lobby to reflect current PTO happenings/events.

### Student Directory

The chairperson is responsible for producing and distributing a Rocky Hill Student Directory. The directory includes students' names, addresses, parents' names, phone number, grade, teacher and parent e-mail addresses. It also includes vital information such as faculty and staff, a calendar of school events, and the PTO Board of Directors' Information.

### Yearbook

The yearbook committee consists of 5 positions: managing editor, bookkeeper, liaison/layout editor, photographers and communications specialist. The managing editor(s) is/are responsible for gathering photos from the yearbook company and editing/designing the Rocky Hill Elementary School yearbook during the winter months and publishing during the spring

(February-March). The bookkeeper collects money for yearbooks and dedications pages, creates an organizational spreadsheet, and coordinates with PTO Treasurer. Liaison/layout editor(s) assists with portrait page and dedication construction - managing transfer of school pictures to the publisher for page design, distributing drafts to teachers and sending corrected information to the publisher. Photographers take photos at designated school events and can assist with editing photos. The communications specialist manages the Rocky Hill Elementary School Yearbook email account, collects and organizes photos submitted throughout the fall and winter months, and works with the PTO communications director as needed to acquire additional photographs from parents and teachers for the yearbook pages.

### **EDUCATION DIRECTOR**

The Education Director is responsible for the coordination of the PTO's education programs for students and teachers. He/she serves as a liaison between teachers/staff and the Board of Directors for educational opportunities and requests. He/she oversees the art department, music department, Physical Education department, Library and education related events. Oversees and helps implement education related events at RHES, specifically Mad Science Night and Literacy Night.

#### **Music Liaison**

The liaison works with Rocky Hill Elementary's music teacher to assemble volunteers and coordinate needs of the music department. Works hand in hand with musical coordinators and sound system liaison.

#### **Art Liaison**

The liaison works with Rocky Hill Elementary's art teacher to assemble volunteers and coordinate needs of the art department (i.e. Artsonia, Night of the arts, etc.)

#### **Library Liaison**

The liaison assembles volunteers to shelve books and assists the Rocky Hill Librarian where needed. Works hand in hand with the Scholastic Book Fair Liaison and Birthday Book Coordinator.

#### **PE Liaison**

The liaison works with Rocky Hill Elementary's physical education teacher to coordinate needs/supplies of the PE department.

#### **STEM Liaison**

The liaison works with Rocky Hill Elementary's STEM teacher to assemble volunteers and coordinate needs of the STEM department.

#### **Scholastic Book Fair Liaison**

This liaison works with Scholastic representatives to set up, manage and break down the one-day book fairs, which traditionally occurs during Literacy Night and Rodeo. Works hand in hand with Library liaison, Literacy Night and Rodeo Chairs.

### Literacy Night Chair

The chairperson coordinates all aspects of literacy night event with the literacy night committee and the literacy night teachers.

### Birthday Books Coordinators

The coordinators organize all aspects of the birthday book program, including distributing information at the beginning of the school year, book selection with the RHES Librarian, and weekly "birthday" meetings to connect students with books. These persons take photos of children with their birthday books and update the bulletin board outside the library throughout the year.

### Mad Science Night Chair

The chairperson coordinates all aspects of Mad Science Night with the Mad Science Night Committee and Mad Science Night Teachers.

### **OUTREACH DIRECTOR**

The Community Outreach Director oversees service learning and community support related programs and events of the PTO.

### Candy Cane Cottage Chair/Co-Chair

The Candy Cane Cottage Chairs oversee all aspects of Candy Cane Cottage. Co-Chair moves into the Chair position the following year. The Chair/Co-Chair arrange for volunteers for various aspects of CCC (shopping, set up, running CCC store, helping children shop etc.).

### Candy Cane Cottage Committee

The CCC Committee assists the Chair/Co-Chair in the planning and execution of CCC. Positions include communications, finance, inventory, merchandising, purchasing. The committee helps set-up, manage, and break down CCC during the week of the sale (4 days total). They also help shop for "day after Christmas" sales on December 26-27.

### Benevolence Coordinator

The Benevolence Coordinator works alongside the school counselor and the PTO to provide services for families and staff in need of assistance. This person additionally reaches out to families and staff who have experienced illness, loss or tragedy.

### Service Project Coordinators (Each Grade Level)

Service Project Coordinators are responsible for coordinating one grade level service project in the fall or spring.

### Sunshine Squad Coordinator

This coordinator will work with the Teacher representative to fulfill whatever needs to maintain and manage stock purchasing/availability for the agreed upon squad rounding schedule.

## **MERCHANDISING DIRECTOR**

The Merchandising Director will oversee the council position of spiritwear, which includes production, purchasing, inventory and sales of all spiritwear. Will maintain inventory on RHES spiritwear with appropriate communication for website sales. Will oversee magnet ordering and inventory. Will oversee merchant liaison who is over distribution of information regarding such to the general RHES population, acquisition of new merchants, and maintenance of current merchants income.

### **Merchant Liaison**

The coordinator manages all ongoing and one-time merchant programs and shares sign up information with families throughout the year.

### **Spiritwear**

The coordinator designs and sells Rocky Hill apparel to promote pride in our school.

## **EVENTS DIRECTOR**

The Events Director oversees family fun events of the PTO as well as community based partnerships in which Rocky Hill receives a portion of funds.

### **Rocky Hill Rodeo Coordinator(s)**

The coordinator(s) oversees all aspects of the Rodeo and serves as chairman of the committee, including volunteer recruitment.

### **Dine with the Rams**

The coordinator works with local restaurants to set up dining opportunities for families. Restaurants should donate a portion of proceeds to PTO. The coordinator is responsible for the promotion of events.

### **2nd Grade Musical**

The coordinator is responsible for helping design and create stage props/backdrops and costumes according to a musical theme, which is chosen by RHES music teacher(s). This person recruits a committee of grade level parents to assist in stage set and costume design and coordinates with room parents to share information.

### **5th Grade Musical**

The coordinator is responsible for helping design and create stage props/backdrops and costumes according to a musical theme, which is chosen by RHES music teacher(s). This person recruits a committee of grade level parents to assist in stage set and costume design and coordinates with room parents to share information.

### **5th Grade Awards**

The coordinator is responsible for working with 5th grade teachers on the plans and details of the awards ceremony/celebration. This person recruits a committee of 5th/4th grade level

parents to assist in set-up, refreshments, etc. and coordinates with room parents to share information.

### **HOSPITALITY DIRECTOR**

The Hospitality Director is responsible for fostering a welcoming environment within RHES's PTO. He/she coordinates volunteer efforts of the PTO membership and oversees all spirit events. He/she prepares "welcome gifts" that include PTO information for new teachers and staff at RHES. He/she conducts a vote for "volunteer of the year" and purchases a gift with PTO funds.

### **Room Parent Coordinator**

The coordinator is the primary point of contact with all room parents. He/she will guide a room parent meeting at the start of the school year to inform room parents of their responsibilities as well as follow-up by whatever means necessary thereafter to check the status of involvement and offer support, ideas and resources.

### **Kindergarten Parent Liaison**

Primary parent contact with incoming Kindergarten class parents. Assists in communication with them about events during the Kindergarten year. Also coordinates with the K teachers for K Round Up (usually in early April).

### **Kindergarten Ice Cream Social**

The coordinator oversees planning and logistics of the Kindergarten Ice Cream Social, which is held in August (typically early afternoon on the first half day of school).

### **Meet the Teacher Ice Cream Social (grades 1-5)**

The coordinator will oversee planning and logistics of the ice cream social on the Friday prior to the first day of school. Will coordinate with the school Secretary for the number of students being served and will procure volunteers for set up, serving, clean up etc.

### **Teacher/Staff Appreciation**

The coordinator is responsible for the Welcome Back Breakfast for teachers in August, Two teacher/staff appreciation luncheons (1 in fall, 1 in spring), and Teacher Appreciation Week coordination.

### **PTO TEACHER REPRESENTATIVES (K-2 and 3-5)**

He/she presides at all membership meetings and the Board of Directors' meetings, serves as ex-officio member of all committees, communicates with teachers and parents regarding RHES activities and information and represents the PTO in the community.

Updated as of 2/6/2023 by Maci O'Connor, Recruitment Director