

2023-2024

PTO Board and Volunteer Position Descriptions:

BOARD:

President: Hold general PTO meetings and board meetings, prepare/approve yearly budget with Treasurer, prepare agenda for meetings and disseminate PTO/school info. Meet with Principle regularly for updates and to set yearly PTO schedule. Attend PTO events, check mail. Approve discretionary expenditures for sanctioned activities in amounts of not more than \$500.

Vice President: Assist President as needed and preside over the PTO meetings in the absence of the President. Help solicit future board members, research fundraising opportunities, assist with planning and running PTO events.

Treasurer: Prepare budget with Presidents, manage budget (P&L), ensure payment for school expenses, supply cash boxes for all school events, keep/organize all financial records, provide everything needed for tax preparer to file state and federal taxes. Report financials at PTO meetings (4-5 per year).

Secretary: The Secretary keeps all the records of the organization, takes and records meeting minutes, handles correspondence, and send notices to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, and any other supplies and brings them to the meetings (at least 4 per year). The Secretary may also work with other members of the board on various projects or events, if desired. This position may include updating the PTO school website and monitoring PTO email. In the case that we have two secretaries for the year, ideally one will serve as Recording Secretary (responsible for record keeping and meeting minutes) and one as Corresponding Secretary (website and social media updates, room parent liaison, assist President with general PTO emails).

Inclusivity Representative: Brings expertise in areas such as special education, disabilities, and diversity. Makes recommendations and leads projects as needed to ensure Wampatuck is inclusive of all needs and abilities. Provides guidance to ensure all groups, particularly those that are under-represented, have a voice in the organization. May partner with or serve as liaison to other organizations in town with similar goals.

VOLUNTEER POSITIONS:

Book Fair Coordinator: Coordinate with Scholastic to ensure delivery and setup for Fall and Spring book fairs. Be on site to run registers during the Book fairs and arrange for additional volunteers to help.

Boosterthon Volunteers: Join in on calls/meetings with Boosterthon rep leading up to and during event week. Help secure sponsors for event shirts months in advance and select a vendor to purchase them from. Send out all of the Boosterthon related emails and social media posts. Distribute flyers to teacher mailboxes, assist in school during event week as needed with things like prize packaging, purchase items for Boosterthon as needed, and make the slime.

Business Outreach/Fundraising Volunteer: Help the PTO with securing corporate sponsorships and donations from businesses for various events throughout the year (items for raffle baskets, BINGO prizes, silent auction items, teacher appreciation week donations, etc). Send thank you notes/tax receipts to donors.

Fall Festival Planning Committee: Help to plan and coordinate this event, assist with setup and running activities, recruit and manage volunteers. The event is held at Wampatuck with Fall-themed activities for families to enjoy. It can be indoors and/or outdoors. Examples are hay-rides, trunk or treat, pumpkin decorating, music and games.

Dine Out & Group Outing Coordinator: Contact local restaurants to set up dine-out or take-out events for fundraising. Look into group outing opportunities and work with organization to arrange (past examples are Providence Bruins, Skyzone). Check with PTO Board before setting dates or entering agreements, but there is freedom to explore new ideas and partnerships here.

Enrichment Coordinator: The PTO Enrichment Coordinator works with our Principal and Teachers to find and schedule programs that enrich the curriculum and learning of all grade levels at Wampatuck. You will work together to identify, select and coordinate field trips and special in-school programs to enhance the traditional classroom curriculum. From art to history to science, cultural enrichment brings subjects to life for all Wampatuck students.

Field Day Coordinator: Typically held in June, this outdoor event is run by volunteers. The coordinator will work with Mr. Greene to determine the date and arrange for a DJ and any rental equipment. Work with a vendor to get t-shirts made and collect payment from students. Coordinate volunteers and supplies for all of the field day stations. Ask room parents to arrange for donations of fruit and water. Examples of activities include: pizza box run, relay races and water sports.

Garden Volunteer: Manage Fall/Spring cleanups, coordinate with garden educators, encourage and assist with other uses of garden, and perform garden maintenance such as weeding. Utilize budget to

make site enhancements as needed. We have a long-term volunteer who does an managing this and will take the lead, but needs help. We have a strong educational partnership with Holly Hill Farm and you would be involved with keeping that program going and growing.

Grant Writer: Research grant opportunities and write proposals to obtain grant money for PTO/school needs and initiatives.

Helping Hands Volunteer: Assist any Wampatuck staff member with community-based volunteer or donation opportunities. May come up with ideas for ways to give back to the community (food drive for Scituate Food Pantry, toy donations for Scituate Community Christmas, etc.).

Hospitality Volunteer: Help with PTO hosted teacher breakfasts and luncheons, conference night dinners, and teacher appreciation week events. Ensures refreshments are available at PTO meetings and pro-social events for students (if not being handled by separate event committee).

Let Me Call You Sweetheart Volunteer: Every year, Wampatuck students spend time in class making Valentines to distribute throughout town to nursing homes, town hall, police and firefighters, etc. This volunteer will reach out to room parents to solicit donations of supplies to classrooms and help coordinate delivery of the cards.

Merchandise Volunteer: Store all in-stock inventory (sweatshirts, hats, etc.) at your house and deliver merchandise orders locally as they come in. Bring merchandise and set up a display to sell items at school events. Manage online spirit wear campaigns. Research new ideas for school merchandise.

Movie Night Coordinator: Plan all aspects of 1-2 movie nights per year, try to coordinate one with family book fair night in the Fall. This would be fun to team up with someone on.

Original Works Coordinator: Work with art teacher and Original Works rep to plan art fundraiser. Once student artwork is finished, this volunteer position involves stuffing packets with artwork and pricing letters to send home, collecting completed order packets, preparing everything to ship to Original Works for production, and distributing products when they arrive. Expect for this to keep you busy in March!

Parent Social Committee: Plan at least one parent event during school year for fundraising purposes. During 2022-2023 we held a Parents Night Out social event at the SBA in the Fall and a Parent's Night Out fundraiser at the Scituate Harbor Community Building in the Spring.

Photography: Attend various PTO and Wampatuck events, take photographs and share with the PTO and school. Upload for publishing in yearbook.

School Directory Developer: Create school directory of student, parent, and staff contact information to be distributed in pdf format at the beginning of the school year.

School Pictures Coordinator: Act as liaison with Lifetouch to coordinate school picture day. Help to distribute info/flyers regarding school pictures and re-takes. Be on site to help during picture day.

Special Projects Manager: Take leadership of special projects as they come up. Currently, we have a need for a *Bike Rack Project Manager*. You would manage the budget and timeline and coordinate with project sponsor Mal's Pals Foundation, the school/district, the design architect, South Shore Technical School, a contractor to lay concrete pad, and other service providers as needed. The goal is for installation to be complete by June, 2024.

Spring Fair Planning Committee: Help the PTO to plan and coordinate, assist with setup and running activities, recruit and manage volunteers for this end of year event. This is a fun outdoor event. We've done a carnival theme for the past couple years, but could explore other options.

Sant Patrick's Day BINGO Coordinator(s): Plan St. Patrick's Day themed BINGO night for ECC and Elementary students. Arrange food for the event and solicit donations for prizes.

Walk to School Day: Coordinate "Walk to School" event, collect snack donation (apples, bananas, clementines, water) from local grocery store and distribute to students at event table. Decorate Egypt Beach parking lot and the front of the school. Coordinate Police Detail for event.

Website: If anyone is interested in revamping our website and updating it throughout the year, there is an opportunity to get creative and make some improvements.

Winter Fair Planning Committee: Keep the tradition alive by helping the PTO to plan this annual event held in early December. This is a big fundraiser that will need a planning committee of at least a few parents. This team will coordinate all aspects of the event, including the kids only shopping room, bake sale, classroom raffle baskets, pig races, crafts, games, food, music, any new ideas, and assist with setup and running activities.

Yearbook Chair: Create and publish yearbook, working with Principal to get dedication and 5th grade content. Ensure delivery of books to school and assist with distribution at end of year. Establish a committee to help out with this if desired.