

# Countryside PTO Position Descriptions

## for the 2020-2021 School Year

**PTO Positions Note:** *All position Chairpersons/Coordinators are considered Board positions. Chairpersons/Coordinators (or one Co-Chair) are requested to attend monthly PTO General meetings. If unable to attend, information should be provided to the Executive Board member in charge of that Committee.*

### **FUNDRAISING COMMITTEES:**

**Book Fair Chairpersons (2)** Plans for and coordinates book fairs and its volunteers. Works with Scholastic Company. Each Book Fair is a week long, to include set-up, store being open and tear-down. Time of year: Fall, Spring Time commitment: Heavy Reports to: VP Fundraising

**Script Gift Cards Chairperson** Coordinates the sale of gift cards. Communicates information to families, collects orders, coordinates gift card order pick-up. Time of Year: Fall Time commitment: Moderate Reports to: VP Fundraising

**Spirit Sales Chairperson** Plans and executes the sale of school spirit clothing and related items. Time of Year: Fall/Spring Time commitment: Moderate Reports to: VP Fundraising

**Wrapping Paper Chairperson** Plans and executes the annual wrapping paper sale. Communicates information to families, collect orders, and coordinates order pick-up. Time of year: Fall Time commitment: Moderate Reports to: VP Fundraising

**Square 1 Art Chairperson** Plans and executes the Square 1 Art project with the Art teachers. Communicates information to families, collect orders, and coordinates order pick-up. Time of year: Fall/Winter Time commitment: Moderate Reports to: VP Fundraising

**Ancillary Chairperson (Heinen's, Shutterfly, Spring, Amazon Smile)** Coordinates the relationships with the companies and Countryside to secure funds matched or percentage donated through co-funding efforts. Time of Year: Fall Time commitment: Low Reports to: VP Fundraising

**Box Top Chairperson** Coordinates two campaigns throughout the school year. Sends out fliers, communicates collection window, collects and counts all box tops and submits to supplier. Time of Year: Fall/Winter Time commitment: Moderate Reports to: VP Fundraising

**Parent Party Chairpersons (2)** Coordinate all aspects of largest Countryside fundraiser event. This includes working with the location of event, securing donations, executing live and silent auctions, promoting event and much more. Time of Year: Fall/Winter/Spring Time commitment: High Reports to: VP Fundraising

**Holiday Shoppe Chairperson** Coordinates all aspects of 3–day holiday shop event for kids. Works with supplier, sets up and manages event, handles tear down and promoting event. Time of Year: Winter Time commitment: Moderate Reports to: VP Fundraising

**3 on 3 Basketball Tournament** Coordinate all aspects of this annual fundraiser. This include securing the highschool for early April, finding referees, finding sponsors and promoting event. Time of Year: Spring (April). Time commitment: High Reports to: VP Fundraising

## **STANDING COMMITTEES:**

**Library Volunteer Coordinator** Works with the Countryside librarian to facilitate the online sign-up for library volunteers. Provides volunteer training as necessary. Time of Year: Ongoing Time commitment: Low Reports to: VP Standing

**Hospitality Chairperson** Coordinates refreshments, manages set up and cleanup for requested PTO chair or Principal for various events; provides dinners for teachers on conference nights; plans and executes the Teacher Appreciation lunch and gift within the budget set by the PTO. Time of Year: Ongoing Time commitment: Low Reports to: VP Standing

**Nominating Committee (4)** Prepares a slate of PTO candidates and committee helpers for the following PTO year. Committee consists of four people. Committee fills open PTO positions as required. Time of Year: Spring Time commitment: Low Reports to: VP Standing

**Book Swap Chairperson** Coordinates the planning and execution of the book swap, promotes students donating books then set up and distributes them back to the students. Time of Year: Winter/Spring Time commitment: Moderate Reports to: VP Standing

**Six Flags Reading Chairperson** Coordinates the planning and execution of the Six Flags program. Distributes reading logs to all students, tracks who has completed the (6) hrs of reading by the deadline, distributes six flag ticket to appropriate students with their final report card in May. Time of Year: Winter/Spring Time commitment: Moderate Reports to: VP Standing

**Room Parent Chairpersons (2)** Coordinates the work of the room parents assigned to each class. Provides information and support of their programs to the PTO Board throughout the year, and acts as liaison between the Board and room parents; integrates new families into the classroom. Time of Year: Ongoing Time commitment: Moderate Reports to: VP Standing

**Tasty Tuesday Chairperson** Coordinates the planning and execution of monthly tasting samples for in the school. Promotes the event, secures volunteers and run programs. Time of Year: All year Time commitment: High Reports to: VP Standing

**Yearbook Chairpersons (2)** Coordinates the creating and producing of annual yearbook. Secures photos, produces page layouts and writes copy and works with supplier to order and distributes yearbooks. Time of Year: All year Time commitment: High Reports to: VP Standing

**Countryside Cares Chairperson (2)** Coordinates the yearly programs to include movie night, 5K walk/run, blanket donation and various other programs and a monthly student meeting. Time of Year: All year Time commitment: High Reports to: VP Standing

**Blessings in a Backpack Chairperson** Coordinates volunteer programs for weekly backpack program at Sunny Hill. Time of Year: All year Time commitment: Moderate Reports to: VP Standing

**5<sup>th</sup> Grade Mother/Daughter Chairperson** Coordinates 5<sup>th</sup> grade bonding event and transition to middle school. Time of Year: Winter Time commitment: Moderate Reports to: VP Standing

**5<sup>th</sup> Grade Father/Son Chairperson (2)** Coordinates 5<sup>th</sup> grade bonding event and transition to middle school. Time of Year: Winter Time commitment: Moderate Reports to: VP Standing

## **Special Committees:**

**Art Fair Chairpersons (2)** Plans for, organizes and executes the annual Art Fair within the budget set by the PTO. Time of Year: Ongoing Time commitment: Heavy Reports to: VP Special

**Back-to-School Social Event Chairpersons (2)** Plans and coordinates an ice cream social event for the entire school within the budget and vision set by the PTO. Time of Year: Fall Time commitment: Moderate Reports to: VP Special

**Field Day Coordinators (2)** Organizes and coordinates volunteers for a student athletic day held at the end of the school year within the budget set by the PTO. Time of Year: Spring Time commitment: Moderate Reports to: VP Special

**School Packs Coordinator** Plans for and coordinates the distribution of purchased school packs at Meet the Teacher Day. Time of Year: Spring/Summer Time commitment: Moderate Reports to: VP Special

**5<sup>th</sup> Grade Recognition Chairpersons (2)** Plans 5<sup>th</sup> grade graduation event. Time of Year: Winter/Spring Time commitment: Moderate Reports to: VP Special

**Countryside Committed Chairperson** Plans week of activities to focus on the 5 pillars of wellness. Time of Year: Fall Time commitment: Low Reports to: VP Special

**Tools for Schools Chairperson** Collect all used school supplies at the end of the year and donate to charity. Time of Year: Spring Time commitment: Low Reports to: VP Special

**Spelling Bee Chairperson** Coordinates all-school spelling bee tournament. Time of Year: Winter Time commitment: Moderate Reports to: VP Special

**Father/Daughter & Mother/Son Events Chairperson (2 each)** Coordinates all details associated with father/ daughter dance including theme, music, refreshments, decor, photographer, volunteers, etc. Coordinates all details associated with mother/ son event such as dance, dodge ball, ninja etc. Time of Year: Winter Time commitment: Moderate Reports to: VP Special

## **ENVIRONMENTAL AWARENESS COMMITTEES:**

**Green Team Chairpersons (2)** Coordinates various programs and events to support the Club. Time of Year: All Year Time commitment: Moderate Reports to: VP Environmental

**Recycling Chairperson** Coordinates various recycling efforts, programs and lunch recycling station. Time of Year: All Year Time commitment: Moderate Reports to: VP Environmental

**Earth Week Chairperson** Plans events for Earth Week in April. Time of Year: Spring Time commitment: Moderate Reports to: VP Environmental

**Garden Chairpersons (2)** Oversees all efforts to create, build, maintain and enhance various gardens. Time of Year: All Year Time commitment: Moderate Reports to: VP Environmental

**Beautification Coordinator** Coordinates the school beautification projects to include the front of the school and Memory Garden to enhance the school property, including planters, within the budget set by the PTO. Planting in the Fall and Spring are required as well as decorating in the Winter. Watering and weeding is also needed. Time of Year: Ongoing Time commitment: Moderate Reports to: VP Environmental

## **Secretarial Committees:**

**Hearts & Flowers Coordinator** Sends cards, flowers, baskets and/or donations from the PTO as required throughout the school year within the budget set by the PTO. Time of Year: Ongoing Time commitment: Low Reports to: Secretary

**E-Team: Social Media Editor, Web Master, Newsletter Editor:** Produces weekly PTO email update with input from PTO President and other Board Members and Principal, using district provided software. Manages the PTO FaceBook and Instagram page. Maintains and updates PTO website with dates of events, newsletter posting and other PTO information using District procedures and technology. *Must be computer literate and own PC.* Time of Year: Ongoing Time commitment: Moderate Reports to: Secretary

**Display Case Coordinator** Changes out decorations/promotional materials in the front display case to support current and upcoming events. Time of Year: Ongoing Time commitment: Moderate Reports to: Secretary

**School Sign** Update the school sign on Lake Cook monthly. Time of Year: Ongoing Time Commitment: Low

## **TREASURER COMMITTEES:**

**Assistant Treasurer** Helps the Treasurer process incoming cash/checks; disburses cashboxes and liaisons between Treasurer and cashiers at fundraising events; administers, processes and prepares reports on collection of PTO dues and yearbook orders. Compiles teacher wish list and oversees purchasing to ensure PTO receives competitive price and sales tax exemption on items. Assist Treasurer in collecting and presenting budget requests for the next fiscal year. Particularly looking for assistance with PTO fees and yearbook orders, as well as answering questions from parents regarding payment status and deadlines. Also need assistance with Holiday Shop in December, oversee teacher wish list purchasing and maintain post and maintain records in Quicken, prepare and distribute checks, reconcile bank statements and prepare financial reports.

Time of Year: Ongoing Time commitment: Moderate Reports to: Treasurer