

Barrington High School PTO Steering Committee
Officer and Committee Descriptions
Updated September 2019

The Terms of the Steering Committee positions correspond to the fiscal year of the Barrington 220 School District, which is from July 1 to June 30 of each year.

President - Runs all meetings and has primary responsibility of upholding the PTO By-laws. Coordinates PTO calendar with BHS Administrators for Senior Celebration and YH4L dates. Ensures all committee work is progressing. Appoints special committees as required by the By-laws. Attends President Council Meetings 2x monthly. Meets with principal monthly or as needed.

Vice President - Maintains a database of parent volunteers. Assists in overseeing committees, submits monthly report of upcoming events, and assists the president as necessary. To serve on the Staff Grant Committee, initiates staff grant letters and coordinates committee approval. Coordinates end of year thank you meal and purchases BHS Administration thank you gifts in the spring. Updates the PTO job description list as needed and works with the nominating committee to fill the slate. Contact for the Heinen's Tasteful Rewards Program.

Secretary - Takes minutes of all meetings, issues all general correspondence, maintains committee reports, and works with the Communications Committee to assist in maintaining the website and providing information via the Bronco Blast and social media.

Treasurer - Oversees the finances of the BHS PTO. Writes all checks and makes deposits for PTO account. Prepares monthly report for the PTO meeting, annual PTO budget, and files annual federal and state tax returns for the PTO.

Advisor - Former President serves as an advisor to the Executive Committee.

College Class Programs - Works directly with the Guidance Department of College Night. (usually held in April) Coordinates volunteers, set up and clean up of the event.

Communications - Submits information for the Bronco Blast as needed. Maintains the PTO website, and social media.

Counseling Support - Coordinates refreshment distribution for testing services (e.g. standardized testing, AP, etc.). Helps with preparations for Decision Day and Senior Check-out. Provides ad hoc support to Counseling Department as requested.

Environmental Awareness - Committee works diligently to find ways BHS can be more environmentally aware and coordinates efforts to promote a more healthy environment to our school.

Freshman Orientation - Coordinates refreshments, parent volunteers, and handouts for sessions of the “Freshman Parent Orientation”. Date to be determined by the administration. (usually during freshmen registration).

Health and Wellness - Works with the BHS staff on major student Health and wellness events. Helps recruit adult volunteers and organize PR for the Young Hearts for Life event. Helps support the BHS staff and assist in coordinating the annual Health Fair which is usually held in the fall at Barrington High School.

New Family Welcoming - Works with the school administration to welcome new families to Barrington 220 school district. The school identifies new students at the high school level and will contact this committee to invite the new families to a coffee which is sponsored by the PTO. It is an opportunity to answer questions and get the new families involved in school and community. Coordinates the incoming freshmen info coffee for parents of eighth graders in the spring (February), which is a parent panel to address questions.

No Stress Fundraising - Oversees all aspects of annual fundraising solicitation, including brochure creation, mailing of brochures, receipts of funds, filing for matching donations, monthly reporting to the PTO, and meeting with the administration to determine the distribution of funds.

Nominating - Serves as a committee chair of the Nominating Committee which is responsible for preparing the slate of executive officers and the PTO Steering Committee for the following school year. Coordinates and runs all PTO nominating meetings and works closely with the Vice President to ensure the slate is filled. Will ask for two or three volunteers to assist in this process.

Parent Points - Provides volunteers for college student panel in January every year in collaboration with the counseling department. May also coordinate all aspects of two or three informational and educational programs for the BHS parents and community. May include topics regarding academics, social and emotional, or technology. Meet with the principal and administration to review topics. Programs can be held in the morning or evening.

Staff Appreciation - In the fall, the committee coordinates the BHS Staff luncheon; throughout the year they provide water and refreshments as needed. In May they host an ice cream social for Staff. They coordinate volunteers to bring baked goods or other refreshments as needed for their events and any other needs for events throughout the year.

Simple Acts - Committee will work with the Barrington High School personnel to perform simple act of providing meals on a limited basis for a family in crisis within the Barrington Community. The committee will coordinate a volunteer list to provide and deliver meals to the families identified by the school personnel.

Senior Celebration - Coordinates with the BHS Administration to facilitate the annual boat cruise for the senior class (this is at the end of the school year). The responsibilities include raising funds to defray the cost of the cruise, organizing and providing volunteers and chaperones and promoting ticket sales. Fundraising activities include selling senior t-shirts and graduate yard signs.