

Ella Canavan



# PTO Board Positions

## OFFICERS

**President** - Presides at all meetings. Coordinates work of officers and committee chairs. – **1 year term w/ option for additional terms**

**Vice-President** - Establishes speakers or programs for meetings and aids the President. Performs all duties of President in her or his absence or inability to perform duties. – **1 year term w/ option for additional terms**

**Secretary** - Records and reports minutes of all meetings and performs other duties as needed. – **1 year term w/ option for additional terms**

**Co-Secretary** - Assists the secretary and puts together PTO news for newsletter. Performs duties of Secretary in her or his absence or inability to perform duties. – **1 year term w/ option for additional terms**

**Treasurer** - Is accountable for all monies; keeps accurate records; presents financial reports at each meeting and for newsletter. – **1 year term w/ option for additional terms**

**Co-Treasurer** – Responsible for making deposits of all monies received. Performs duties of Treasurer in her or his absence or inability to perform duties. – **1 year term w/ option for additional terms**

## COMMITTEES (terms are for committee chairs only)

**Beautification** - Organizes volunteers to landscape and decorate the school grounds. **Year long term**

**Birthday Books** - Compiles listing of students' birth dates and sends out book donation information monthly. **Year long term**

**Blood Drive** - Organizes volunteers to help with annual blood drive with the Red Cross. **2 month commitment**

**Box Tops** – collect and coordinate Box Tops fundraising program. **Year long**

**Campbell's UPC Program** – collect UPCs and coordinate program. **Year long**

**Canavan Café** - Coordinates monthly student recognition luncheons. **Year long**

**Directory** - Compiles and prints information for the Student Directory. **Year long**

**Family Events:**

**Family Reading Event (2-3 month commitment)**- Plans a day or evening event to enrich families through reading.

**Puzzlemania (2 month commitment)** - Plans an evening to entertain families with puzzles.

**Math & Science Night (2-3 month commitment)** - Works with teachers to plan a fun educational evening for families.

**Skating/Bowling Parties (Year long term)** - Plans skate and bowling events on days off from school.

**Spring Open House (2 month commitment)** - Helps in the planning of spring open house.

**Ice Cream Social (1 month commitment)** - Plans for ice cream sale at open house and organizes volunteers.

**Junior Great Books** - Coordinates training and assures each teacher has a volunteer. **Year long term**

**Market Day** - Organizes volunteers to help with monthly Market Day sale and enter orders. **Year long term**

**Mini - Grants** - Reviews applications for and awards monies to recipient staff members. **3 month commitment**

**Room Parents**- Assigns and informs room parent volunteers of their responsibilities. **Year long term**

**Round Up** – Plan, organize, and secure volunteers; takes place in the fall. **Year long term**

**Scholarships** - Coordinates distribution, collection and review of applications for scholarships available to high school seniors who attended Ella Canavan. **3 month commitment**

**Specialty Grants** – Reads and awards monthly grant proposals submitted by staff members. **Year long term**

**Spiritwear** - Plans and runs the school spirit wear (t-shirt, sweatshirt) sale. **Year long term**

**Staff Appreciation** - Plans and organizes appreciation gifts or meals for staff members. **Year long term**

**Tyson A+ Labels** – collect and coordinate Tyson A+ Labels program. **Year long term**

**Volunteers** - Collects and organizes volunteer sheets for committees and distributes lists to chair people. **Year long term**

**Ways and Means** - Coordinates fundraising events for PTO. **Year long term**

**Welcome** - Compiles and delivers welcome packets to new families at Canavan and coordinates follow up of new families via classrooms. **Year long term**