

## *Austin Elementary PTO Invites Our Parents to Volunteer for the 2010-2011 PTO Board!*

The Parent Teacher Organization (PTO) for Austin Elementary is inviting you to volunteer for the 2010-2011 school year PTO Board. Serving on the PTO Board is a great way to make a difference in your child's school! The PTO Board consists of parent members and teacher representatives. The parent positions are listed below along with a brief highlight of each position's responsibilities. We will do our best to accommodate our new parents onto our board. Board members are responsible for fulfilling their position's responsibilities, as well as attending the PTO Board meetings on a regular basis. The PTO Board meets at 7:00 p.m. on the first Tuesday of each month from August through the end of the school year. New members join the existing PTO Board members at the Spring Picnic in May. A brief meeting will be held before the end of this school year to prepare for the start of 2010-2011! Access to a computer and general knowledge of email and Internet functions are recommended. Some positions may also require knowledge of Excel.

Please contact Tami Millsbaugh, PTO President, if you have any questions. 972-393-7833 or [tami.millsbaughtx@gmail.com](mailto:tami.millsbaughtx@gmail.com)

<b>Yes!</b>	<b>Position</b>	<b>Description</b>
<b>Y</b>	President	Responsible for presiding at all meetings of the organization. Coordinates the work of the officers and committees in order that the objectives of the organization may be promoted. Serves a two (2) year term. Voting Member. Attends monthly PTO President's meeting.
<b>Y</b>	Vice President	Responsible for assisting the President and representing the PTO at functions the President is unable to attend. Fulfills the President's duties should he/she resign or leave office. Assumes the position of President after the fulfillment of the preceding President's term. In charge of entering directory info. into database with directory coordinator. Voting Member.
<b>Y</b>	Secretary	Responsible for recording the minutes at all meetings, notifying board members of the next board meeting and handling any correspondence deemed necessary by the board. Voting member, must attend each meeting.
<b>Y</b>	Parliamentarian	Responsible for attending all monthly board meetings and answers questions regarding parliamentary procedure (Roberts Rules of Order). Chairs bylaws committee and Nominating Committee. Voting member, must attend each meeting.
<b>Y</b>	Auction Committee (6 Positions)	Responsible for coordinating a Spring Auction, including gathering prizes, advertising, collecting sponsorships, creating program, coordinating class baskets, auction dinner, carnival and carrying out duties on Auction day. Non Voting Member - 1 member from the committee is required to attend the monthly meeting.
<b>Y</b>	Book Fair Coordinator	Responsible for coordinating all aspects of the Book Fair(s). Voting member.
<b>Y</b>	Book Fair Assistant	Responsible for assisting the Book Fair Coordinator. Voting Member.
<b>Y</b>	Directory Coordinator	Responsible for the advertisement solicitation, printing, sales, and distribution of the school directory with a target date of October 15 for final publication. Helps with entering directory information into database. Voting member.
<b>Y</b>	Directory Assistant	Responsible for assisting the Directory Coordinator. Voting member.
<b>Y</b>	Field Day Coordinator (2 positions)	Responsible for coordinating Field Day including the organization, theme, games, refreshments, awards, and volunteers. Voting members.
<b>Y</b>	Field Day Assistant (4 positions)	Responsible for assisting the Field Day Coordinators. These are non-voting positions and are not required to attend monthly board meetings. Non voting members.
<b>Y</b>	Fundraising Coordinator (2 positions)	Responsible for all aspects of the Write-A-Check campaign and for choosing and coordinating the other fundraising efforts that take place throughout the school year. Voting Members.
<b>Y</b>	Fundraising Assistant (4 positions)	Responsible for assisting the Fundraising Coordinators by taking responsibility for efforts such as Box Tops, Campbell soup labels, grocery stores, restaurant nights, Cartridges for Kids and the Dumpster Recycling Program. These are non-voting members and are not required to attend monthly board meetings. Non voting members.
<b>Y</b>	Health and Welfare Coordinator	Responsible for working with the nurse, counselor and/or principal to determine any PTO action needed in regard to the well being of Austin children. Coordinates child safety, drug and alcohol abuse programs and the winter holiday project for the less fortunate. Voting member.
<b>Y</b>	Home Room Coordinator (2 positions)	Responsible for organizing room parents for each classroom and meeting with them as needed. Coordinates all aspects of Teacher Appreciation Week. One coordinator serves on Nominating Committee. Voting members.

Y	Hospitality Coordinator	Responsible for coordinating refreshments, food, and/or snacks at any special PTO events at the school which require such fare including the Back to School Teacher Luncheon, Boo Hoo Breakfast, Christmas Teacher Lunch, Open House Refreshments, and faculty meetings. Voting member.
Y	Hospitality Assistant	Responsible for assisting the Hospitality Coordinator. Voting member.
Y	Library Volunteer Coordinator	Responsible for coordinating, through the school librarian, the volunteer staff needed to assist and aid the librarian with his/her duties. Voting member.
Y	Office Volunteer Coordinator	Responsible for coordinating the volunteer office staff as deemed necessary by the school secretary and/or principal and coordinates the training schedule early in the school year. Voting member.
Y	Programs Coordinator	Responsible for coordinating programs for the entire student body. Voting member.
Y	Programs Assistant	Responsible for assisting the Programs Coordinator. Voting member.
Y	Publicity Coordinator	Responsible for keeping the events of the PTO before the eye of the public to promote goodwill and involvement, including submitting photos and articles to local newspapers, making and posting banners and posters at school and updating PTO bulletin boards. Voting member.
Y	School Newsletter Coordinator	Responsible for creating and electronically communicating to Austin staff and families the weekly school newsletter including the creation and maintenance of the database. Voting member.
Y	School Supplies/Spirit Wear Coordinator	Responsible for all aspects of the school supplies sale and spirit wear sales. Voting member.
Y	School Supplies/Spirit Wear Assistant	Responsible for assisting the School Supplies/Spirit Wear Coordinator. Voting member.
Y	Special Events Coordinator (2 positions)	Responsible for planning and coordinating all aspects of special events such as the School Picnic and any other special event that is voted back into the budget by the executive board that doesn't fall under the Fund Raising position umbrella. Voting members.
Y	Treasurer	Responsible for general bookkeeping, deposits, withdrawals, and issuing checks. Presents a financial statement at monthly board meetings and prepares the annual financial report. Voting member.
Y	Treasurer Elect	Responsible for assisting the Treasurer. Assumes the position of Treasurer following the completion of the Treasurer's term. Voting member.
Y	Volunteer Coordinator	Responsible for compiling, organizing and distributing the list of volunteers to the appropriate position coordinators. Compiles and distributes all forms that are handed out the first week of school, and serves on the Nominating Committee. Voting member.
Y	Yearbook Coordinator	Responsible for collecting and preserving all records and photographs of the year in a yearbook. Schedules volunteers to take pictures of all events during the school year and keeps track of camera, film and developing. Voting member.
Y	Yearbook Assistant	Responsible for assisting the Yearbook Coordinator. Voting member.
Y	Yearbook Administrative Assistant	Responsible for the administrative duties associated with the yearbook. This is a non-voting position and is not required to attend monthly board meetings. Non voting member.

My first choice is: \_\_\_\_\_

My second choice is: \_\_\_\_\_

I want to be on the board, but I don't know what I want to do! Please contact me.

**Please RSVP to our invitation by returning this form to the school office by March 15, 2010.**

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Cell phone #:** \_\_\_\_\_

***Thank you for your support!***