



Interested in Joining the Austin Elementary 2012-2013 PTO Board?

If you answered yes....then don't delay! We have 31 positions open!! The Parent Teacher Organization (PTO) of Austin Elementary encourages you to peruse the following open positions and their respective descriptions below and volunteer today! The PTO Board is made up of parent members and teacher representatives that come together for the single purpose of enhancing and elevating the experiences our children have while attending Austin Elementary. As a board member, you will be responsible for fulfilling the positions' responsibilities, as well as attending the PTO Board meetings on a regular basis. The PTO Board meetings are held once a month, traditionally at 7:00 p.m. on the first Tuesday of each month from August through the end of the school year. A brief meeting will be held before the end of this school year to welcome our new board members and prepare for the start of 2012-2013! Positions can only be held by Austin parents/legal guardians.

Please RSVP to our invitation by returning this form to the school office by March 30, 2012.

My 1st choice is: _____

My 2nd choice is: _____

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

Name: _____

Phone #: _____

Email address: _____

Child's Name _____

Relationship to Child: _____

Date: __/__/__

Thank you for your support!

Please contact Diana Gutierrez, PTO President, if you have any questions at 972-304-1776 or austinelementarypto@gmail.com

Open or Filled	Position	Description
Filled	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.
Filled	Vice President /President Elect	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. Voting Member.
Open	Secretary	Responsible for recording the minutes at all meetings, notifying board members of the next board meeting and handling any communication correspondence deemed necessary by the board. Responsibilities also include maintaining the PTO bulletin board in the school foyer. Voting member, must attend each meeting.
Filled	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.
Open	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.
Open	Book Fair Coordinator	Responsible for coordinating all aspects of the Book Fair(s). Voting member.
Open	Book Fair Assistant	Responsible for assisting the Book Fair Coordinator. Voting Member.
Filled	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.
Filled	Directory Assistant	Responsible for assisting the Directory Coordinator. Voting member.
Open	Field Day Coordinator (2 positions)	Responsible for coordinating Field Day including the organization, theme, games, refreshments, awards, and volunteers. Voting members.
Open	Field Day Assistant (5 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.
Filled	Fundraising Coordinator	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 Member.
Open	Fundraising Assistant (3 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.

Open	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.
Filled	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.

Filled	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, Holiday Teacher Celebration, Open House Refreshments, and faculty meetings. Voting member.
Filled	Hospitality Assistant	Responsible for assisting the Hospitality Coordinator. Voting member.
Open	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.
Open	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.
Filled	Programs Coordinator	Responsible for coordinating programs for the entire student body. Voting member.
Open	Programs Assistant	Responsible for assisting the Programs Coordinator.
Open	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.
Open	School Newsletter Coordinator	Responsible for creating and electronically communicating to Austin staff and families the weekly school newsletter; Is also responsible for being the webmaster for the Austin PTO website. Voting member.
Filled	School Supplies/Spirit Wear Coordinator	Responsible for all aspects of the school supplies sale and spirit wear sales. Voting member.
Filled	School Supplies/Spirit Wear Assistant	Responsible for assisting the School Supplies/Spirit Wear Coordinator. Voting member.
Open	Special Events Coordinator (1 position)	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.
Open	RevTrak Coordinator	Responsible for all activities associated with the PTO's web store including running reports for appropriate committees.
Filled	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.
Open	Treasurer Elect	Responsible for assisting the Treasurer. Assumes the position of Treasurer following the completion of the Treasurer's term. Voting member.
Open	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.

Filled	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.
Open	Yearbook Assistant	Responsible for assisting the Yearbook Coordinator. Voting member.
Open	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.