



## Officer and Committee Chair Descriptions

### Elected Officers/Executive Board: 2 Year Commitment (for additional information see the BYLAWS on our website)

- **Co-President** – Serve as leader and key contact for the PTO; preside at all PTO meetings; oversee special committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met. (Effort: year-round, on-going.)
- **VP of Communications** (previously Corresponding Secretary) - This Officer is responsible for all publications on the PTO website or PTO Bulletin Boards. Shall conduct all correspondence for the PTO, update PTO website on a regular basis, and be responsible for maintaining all PTO social media. Manage and oversee all aspects of the website(s) related to yearly membership and related fundraising. (Effort: 15-20 hours per month)
- **Co-Treasurer** - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 15-20/split hours per month, average)
- **VP of Fundraising** (New position to be added, pending member vote): This Officer shall reach out to local businesses to solicit financial support for events and programs. Works with the VP of Special Events and Aid in securing corporate sponsorships for events and programs. Oversees Dine and Donate fundraisers with our local restaurants. (Effort: 2-4 hours per month, estimate)
- **VP of Special Events** (New position to be added, pending member vote): This Officer shall oversee Special Events Committees, help organize and implement all special events for Green Brook PTO including but not limited to Family Fun Committee, Trunk or Treat and Teacher Appreciation. Coordinates with VP of Fundraising to secure sponsorship or fundraising opportunities for each Special Event. Oversees all entertainment, activities, raffle, and food vendors and assists with volunteer recruitment. (Effort: 3-4 hours per month, estimate)

### Chairs and Other Positions: 1 Year Commitment

(Remember, these are COMMITTEES – there should be volunteers to help.)

A committee chair is someone who has been appointed to lead a particular committee within the PTO. They organize planning meetings, coordinate with volunteers, delegate tasks, and are the communication liaison to the PTO board. They need to be able to work within an allotted budget and have great communication and collaboration skills.

- **Book Fair:** (During School Hours) Brought to you by Scholastics. Runs 3 times a year at IEF. Parents sign up for shifts over the course of book fair to help students select books and manage money sent in by parents.
- **Family Fun Committee:** (After Hours Events) 3-4 events a year which may include, back to school movie night, Holiday events, end of the school year Jam, etc. Please note: unlike other events listed here, these events are not yet planned and do not have definitive dates. It will be up to this Committee to plan, organize, and facilitate these events.
- **Holiday Boutique:** (During School Hours) This is run similarly to Book Fair. Parents sign up for shifts to help students manage money sent by parents and select & purchase gifts for family and friends.
- **Fun Run:** (After Hours Event) New for the 23-24 school year. Volunteer(s) will help plan and organize our Fun Run to be held for all IEF & GBMS families.
- **Reading is FUNdamental (RIF):** (During School Hours) Organized similarly to Book fair. All IEF students receive FREE books courtesy of PTO. "Reading Is Fundamental is committed to a literate America by inspiring a passion for reading among all children." (RIF.ORG)
- **Sunshine Committee:** This committee oversees: Staff Acknowledgements (secretary's day, custodian's day), Sunshine Hospitality (Births or death of immediate family members), Teacher of the Year
- **Trunk or Treat:** (After Hours Event) Our pre-Halloween bash! Each year Green Brook families register their vehicle trunks and decorate them with a fun theme. Each trunk will pass out candies to all our "trunk" or treating students. Volunteer(s) will work alongside our wonderful chair Nora Hionis to plan and set up this amazing event for our GB Families
- **Teacher Appreciation Week:** (During School Hours) Volunteer(s) plan, organize and facilitate a fun themed week in May to thank our hard-working teachers at IEF & GBMS. This may include breakfast, lunch, snacks, decorations, and a special gift.
- **4<sup>th</sup> Grade Moving Over:** This is coordinated by 4<sup>th</sup> grade Home Room Parents. A committee is formed to plan an end of year field trip and moving over ceremony for 4<sup>th</sup> grade students to transition from IEF to GBMS. Parents raise & manage money, coordinate with parents and facilitate all details related to the events.
- **8<sup>th</sup> Grade Dance:** (After Hours Event) Coordinated by 8<sup>th</sup> grade Parents, a committee is formed to plan the end of year dance for graduating 8<sup>th</sup> grade students. Parent volunteers raise & manage incoming money, coordinate with parents and vendors, and facilitate all details related to the event.