

PTO Committee Chair Descriptions

Constant Contact Chair: Responsible for sending out any PTO information via constant contact.

Sponsorship Chair: Responsible for soliciting sponsorship for the PTO and our functions.

Home Coming Chair: Oversee the home coming event The chair will need to pull together a committee of parents and be able to delegate responsibilities for various aspects of the event (i.e. Make sure the float is ready and the vendor booths are set.)

Membership: Responsible for PTO membership drive and maintaining the membership database.

Metro Honda School Pride: Responsible for the coordination of school participation in this contest.

Scott Clark Ghostwalk: Responsible for coordination of school participation in this event.

Achievement Awards Chair: Responsible for Year End Achievement Awards Ceremony usually located at the Weddington High School. Coordinate certificates, secure date, times and venue, order and prepare Achievement goodie bags, and secure speaker, and send invitations.

Beautification Chair: Responsible for identifying areas of need and scheduling clean up events.

Faculty & Staff Chair: Coordinate lunches, refreshments for meetings and faculty & staff appreciation.

Financial Review Chairs: Responsible for insuring the soundness of our financial Records. Responsibilities include: recruiting 2 others to serve on your committee, semi-annual review of financial records. Accounting background required

Hospitality Chair: Responsible to send greetings and salutations on behalf of the PTO.

Student Publishing Chair: Responsible for the coordination of the creation of all the books, recruit all the typists, coordinate with the teachers.

Authors as Mentors Chair: Responsible to arrange readers and choose material to be presented.

Family Night Chair: Responsible to set the dates and the themes for monthly family nights.

Parent / Child Event Chair: Next year's 2013 annual event will be for Father/Daughter. The event chair will be responsible for choosing a theme and working within a set budget to bring this event to life. They will also need to oversee a committee of volunteers and delegate responsibilities for various aspects of the event (i.e. Food, decorations, music, activities, etc.)

Restaurant Nights Chair: Coordinate with local businesses to hold School Spirit Nights (i.e. Chick-Fil-A; Brooklyn Pizza, Kate's Skate). Publicize events and send home stickers on the day of the events.

School Store Chair: Responsible for the purchasing and upkeep of the store.

Spirit Wear Chair: Manage current spirit wear coordinate the ordering of new spirit wear when needed.

Bulletin Boards Chair: Design, create and maintain PTO bulletin boards.

Legislative Chair: Attend the local school board meetings and report back any pertinent information.

Newsletter Chair: Design, create and distribute the PTO newsletter.

Welcome Wagon Chair: Create a “welcome wagon” package for new families. Distribute packets throughout the year to newly arriving families.

Room Parents Chair: Create list of room parents communicate and necessary PTO information.

Webmaster Chair: Maintain the PTO web page and Facebook page with current information.

Box Tops / Labels Chair: Responsible for setting up box top collections, packaging and mailing labels.

Cookie Dough Sales Chair: Coordinate the fundraiser including distribution of materials to students, run the fundraiser & collect all monies owed.

Gift Bricks Chair: Oversee the sale, order and placement of gift bricks in the walkway.

Ink Cartridge Recycle Chair: Responsible for the collection, packaging and shipping of used cartridges.

Invest In a Child Chair: Coordinate the fundraiser including distribution of materials to students, run the fundraiser, maintain a database & collect all monies owed.

Bids for our Kids Auction Chair: The chair will need to oversee a committee of volunteers and be able to delegate responsibilities for various aspects of the event (i.e. Auction items, decorations, etc.)

Spring Fling Thing Chair: The chair will need to oversee a committee of volunteers and be able to delegate responsibilities for various aspects of the event (i.e. Food, decorations, music, activities, etc.)

VIC Card Chair: Coordinate the campaign to increase the registration of VIC cards for Wesley Chapel Elementary School.

WASEP Chair: The chair will need to oversee a committee of volunteers and be able to delegate responsibilities for various aspects of the program (i.e. Volunteers, class schedule, snacks, etc.)