



PRESIDENT (1)

The president of the PTO plans and leads the all Executive Board meetings. Submits articles for the School District and PTO newsletters. Monitors and supports all the activities of the other officers. Works to set the vision of the PTO for the year and ensures that the group meets specified goals.

SECRETARY (1)

The secretary of the PTO takes the minutes at the all Executive Board meetings. These minutes are distributed to the board members for their review and approval, and thereafter, are posted at each school. Additional responsibilities of the secretary include handling all PTO correspondence and updating the PTO bulletin board located in the Stormonth & Bayside Middle School lobby.

TREASURER (1)

This Executive Board position requires at least a two-year commitment, with fall being the busiest time of the year. The treasurer is responsible for all monetary collections and disbursements; preparation of monthly financial reports and annual budget; shall prepare and file the annual tax return and maintain financial records for the Organization.

VICE PRESIDENT - Administrative Services (1)

This Vice President's position is responsible for the PTO membership drive, directory, newsletter, school portal & social media. Chairpersons are recruited to assume direct responsibility for each of these areas under the vice president's guidance. Collection and compilation of newsletter articles from the Executive Board, editing the articles and copying/distribution of the prepared newsletter are the primary ongoing responsibilities for this position.

• Membership (1 chairperson)

The membership chairperson is responsible for promotion and administration of PTO membership. Specific responsibilities include development, distribution, and collection of membership forms as well as management of the databases related to PTO members and directory entries. Additionally, this person works closely with the Treasurer with payment tracking and accounting.

• School Directory/Calendar (1 chairperson)

The directory chairperson works closely with the Vice President - Administrative Services and the membership chairperson to compile the information necessary to produce an accurate school telephone, address and e-mail directory along with a detailed school year calendar. The time commitment for this position is concentrated during the months of August and September.

• PTO Newsletter (1 chairperson)

This chairperson is responsible for producing the monthly newsletter. This includes all editing and circulation.

• Website & Social Media (1 chairperson)

The website & Social media chairperson will work with the PTO board members and committee chairpersons to publicize PTO information, events, and programs on the School District website and be an Admin of the PTO social media account.

VICE PRESIDENT - Ways and Means (1 or 2)

This Vice President(s) for Ways & Means coordinates all fundraising activities for Stormonth and Bayside Middle School. They are responsible for scheduling and coordinating events, working with volunteer chairpersons for each event, establishing and maintaining vendor relationships, and reaching fundraising goals.

Spirit Wear (1 chairperson, ≈ 4 volunteers)

The Spirit Wear sale is held annually. The chairperson, is in charge of: leading sales at Stormonth & Bayside Middle School, vendor & product selection, advertising, sales, distribution & collection of ordering materials, submission of order forms to the vendor and coordination of orders delivery.

Concessions (2 chairpersons)

The chairpersons are responsible for planning the schedule of events where concessions will be sold, such as school & sporting events at Stormonth & Bayside Middle School grounds. In addition, they are responsible to purchase concession items & manage sales.

Fall Book Fair (2 chairpersons, ≈ 50 volunteers)

The Fall Book Fair is a Stormonth event that runs for two days and one evening. The chairpersons, are in charge of: marketing & communication, coordinating volunteers, sales, scheduling class viewings, and promote & manage program "Reading Makes Cents" with teachers and families.

Club Choice Fundraising (1 chairperson, ≈ 6 volunteers)

The Club Choice fundraising is one of the PTO's largest fundraiser. It takes place in fall, with product distribution in November. The chairperson is in charge of planning the sale campaign at Stormonth & Bayside Middle School, including marketing, the distribution & collection of ordering materials, submission of order forms to the vendor and coordinating the delivery of orders.

Monster Bash (2 chairpersons, ≈ 50 volunteers)

This large schoolwide fundraiser event takes place at Stormonth, typically the Friday before Halloween weekend. Chairpersons are in charge of event planning, including sales, marketing, logistics, games, entertainment, food, volunteers, set-up & cleanup.

Box Tops (1 chairperson)

Chairperson organizes collection of Box Tops twice a year, placing collection box in the office; count and mail package of all collected Box Tops ensuring that the collection deadline is met.

Restaurant Night (1-2 chairpersons)

Chairperson(s) is/are in charge of: contacting local restaurants to organize a restaurant night schedule, promotion of such schedule done via weekly school folders & social media, and collection of proceeds.

Student Activity Nights (1-2 chairperson, ≈ 20 volunteers)

Student Activity Nights take place approximately 2-4 times per school year. This is a drop-off event where two grade levels at a time spend a Friday evening at school participating in a variety of activities. Chairperson(s) is in charge of planning the events, including sales, marketing, activities, crafts, food, volunteers, set-up & cleanup.

Winter Fun Night (2 chairpersons, ≈ 20 volunteers)

This winter schoolwide event takes place at Stormonth, typically during the month of February. Chairpersons are in charge of event planning, including sales, marketing, logistics, games, entertainment, food, volunteers, set-up & cleanup.

Spring Book Fair (1-2 chairpersons, ≈ 30 volunteers)

The Spring Book Fair is a Stormonth event that runs for one evening, coinciding with the teacher-sponsored Cake Walk event. The chairperson(s), is/are in charge of: marketing & communication, coordinating volunteers, sales, scheduling class viewings & coordinating the schools' purchases of books with profits from the event.

Cupcake Run (1-2 chairpersons, ≈ 50 volunteers)

This large School District fundraiser run is held at Stormonth or Bayside Middle School in late spring. Chairperson(s) is/are in charge of event planning; including permits, vendor/sponsor relations, sales, marketing, communication, logistics, raffle, entertainment, food, volunteers, set-up & cleanup.

VICE PRESIDENT - Programs (1)

The Vice President of Programs is responsible for the coordination of several established social programs for the Fox Point-Bayside School District. Chairpersons are recruited for each program, and the vice president coordinates the work of the chairpersons and their volunteers.

• **Staff Luncheon** (1 chairperson, 6 Executive Board volunteers)

The staff luncheon takes place the week or two before school starts. The entire District staff is invited to a luncheon held at one of the school's cafeterias. The chairperson coordinates the catering, and volunteer roles. The volunteers help with set-up, serving, and cleanup.

• **K-4 & New Families Meet and Greet**

(1 chairperson, 2 Executive Board volunteers, 6 Executive Board volunteer/bakers)

This event takes place before the first day of school, at Stormonth only. A chairperson is responsible for coordinating the desserts for the event. Volunteers are responsible for baking, set-up, distributing desserts and cleanup.

• **Back to School Meet and Greet** (1 chairperson, 6 Executive Board volunteers)

This event takes place before the first day of school, at Stormonth only. A chairperson is responsible for advertising & coordinating the food and beverages for the event. Volunteers are responsible for set-up, and cleanup.

• **Back-to-School PTO Minglers** (1 chairperson, 3-6 Executive Board volunteers)

When school resumes, parents are invited to attend the Back-to-School PTO Mingler(s). Parents new to the district are especially welcome, since this is a great opportunity to meet other parents, school staff and PTO representatives. A chairperson is responsible for advertising & coordinating the food and beverages for the event(s). Volunteers are responsible for set-up, and cleanup.

• **Bayside Activity Nights** (1 or 2 chairpersons, many volunteers)

Bayside Activity Nights take place approximately seven times per school year. Two grade levels at a time spend a Friday evening at school participating in a variety of activities including open gym, bingo, karaoke, and arts and crafts. Chairpersons are responsible for advertising and planning the event, including purchase the supplies, planning activities and coordinating volunteers. Volunteers serve as chaperones.

• **Teachers' Conference Dinners** (1 chairperson, ≈ 6 volunteer/bakers + 2 volunteers)

The PTO provides a dinner for the teachers before evening conferences in both fall and spring. The chairperson is responsible for coordinating arrangements with each school, ordering catered food and arranging the volunteers who help with baking desserts and setting up.

• **End Of Year Party** (1 chairperson, ≈ 30 volunteers)

End of Year Party is a Stormonth event, which takes place in June. An all-school activity is selected and the PTO provides financial and volunteer support. The chairperson coordinates volunteers according to the activity, which has been planned.

VICE PRESIDENT - School Services (1)

The Vice President - School Services oversees several programs that enhance our children's school experiences. Chairpersons are recruited for each of these programs, and the vice president is responsible for coordinating and supervising these chairpersons.

- **Bus Riders** (1 chairperson, 40 volunteers)

The bus riders program was developed to help the first week of school run more smoothly. A chairperson solicits parent volunteers to ride the Stormonth children's bus routes, either in the morning, mid-day, or afternoon, for as few as one or as many as four days. The chairperson creates a schedule of parent riders and provides them with guidelines for riding the bus. The parent riders provide reassurance for students and their parents as well as support for the bus drivers when it is necessary.

- **North Shore Kids' Safety Network (NSKSN) / Safety Week**

(1 chairperson, many volunteers)

This chairperson works with local law enforcement and school administration to present programs and information relevant to our children's safety and well-being. In addition, the chairperson works with Wheel & Sprocket to schedule bike tune-ups during the 4th grade bike rodeo.

- **School Pictures**

(2 chairperson, 15-20 volunteers for Stormonth, 1 chairperson & 6-8 volunteers for BMS)

Chairpersons for each school are responsible for working with the administration to notify families of school picture dates, distributing and collecting picture and order forms, arranging volunteers to help with picture days, and distributing pictures when they are ready.

- **Yearbook** (1-2 chairpersons, several volunteers)

A chairperson for each school coordinates the production of a yearbook. These individuals are responsible for working with the vendor regarding design, layout, and production of the yearbook. Volunteers assist the chairpersons as needed. Responsibilities might include taking candid student and class photographs, helping with artwork, proof reading, and distribution of yearbook.

- **K4/K5 Registration** (1-2 chairpersons, several volunteers)

Volunteers assist the Stormonth office staff with the K-4 registration and procedures. A full day of assistance is required in January.

- **Battle of the Books** (1 chairperson)

The Battle of the Books program involves 4th grade students who form teams, read from a list of designated books, and compete in a panel-style question and answer event. The chairperson works with the librarian to organize a recognition party and order trophies and medals for the participants.

VICE PRESIDENT - Cultural Arts and Science (1)

The Vice President of Cultural Arts and Science is responsible for cultural arts and science monitors the allocation and spending of cultural arts money at each grade level.

- **Special Interest Day** (1 chairpersons many volunteers) Special Interest Day is an afternoon where the children get to enhance their learning by experiencing new things from sports to science, food to fun crafts. The chairperson coordinates 30+ different presenters to perform workshops in different areas of interest on this half-day event.