

## **CCCS PTO Board Nominations & Committee Appointments**

Are you interested in working with a dedicated group of parents to make decisions and plan events for the students and families of Corpus Christi Catholic School? The CCCS PTO is looking for volunteers to help fill our Executive Board and chair committees for the 2018-19 school year.

Please review the descriptions of the positions available next year, click on the link provided, and nominate yourself or anyone you think would be an ideal recruit for a particular office. The ballot will be finalized on Friday, April 27, 2018, and distributed by Mrs. Martin via e-mail the following Monday. Voting will occur April 30, through May 11, 2018, with results announced on or before our last PTO meeting, no later than May 15, 2018.

A PTO Board member would be happy to talk to you if you have any questions:

- Melissa Overstreet, melissaoverstreet@gmail.com
- Scarlett Moulder, symoulder@gmail.com
- Sandi Zoghby, sandizoghby@aol.com
- Leslie Youkey, Lesli45052@aol.com

### **2018-2019 Elected PTO Officer Positions**

**President:** Develops and distributes agendas for all PTO meetings. Schedules and presides at all meetings. Ensures overall smooth running of organization and sponsored activities. Works closely with principal and Father Zoghby to achieve organization goals. Attends all PTO events. Time: year-long commitment including work over the summer.

**Vice President:** Serves as liaison to PTO committee chairs. Aids, assists and performs duties of President as needed. Attends all PTO events. Time: Variable workload. Requires some planning time over the summer.

**Secretary:** Attends and records/distributes Minutes of all PTO Board meetings. Attends all PTO events, and provides additional support when needed. Time: Variable workload. Requires some planning time over the summer.

**Treasurer:** Keeps accurate records of receipts and expenditures. Pays out funds as authorized by the PTO. Presents a statement at each PTO board meeting. Keeps permanent books of all monetary transactions. Provides quartlery financial reports to be distributed at quarterly meetings. Attends all PTO events and provides additional support when needed. Time: Workload varies depending on activities. This position is busy before, during and after fundraising events. Requires some planning time over the summer.

## **2018-2019 Appointed PTO Committee Chair Positions**

**Volunteers Chair:** Coordinates parent volunteers for all events. Works closely with PTO Board Members and Head Room Mom to distribute volunteer information. Time: Workload is heaviest prior to and during events that require volunteers.

**Special Events Chair:** Works closely with PTO board members to create committees for planning special events throughout the year. Can chair each event committee or designate someone else to chair each event. Time: Variable workload

**Teacher Liaison Chair:** This is a position held by a current CCS teacher. Works closely with PTO president to ensure information is regularly communicated to teachers. Time: Variable workload.

**Communications Chair:** Works with PTO president to properly distribute PTO information to parents and guardians. Ensures PTO tab on school website is up-to-date, Has access to reliable e-mail and computer. Records activities and achievements of the PTO. Time: Attends PTO meetings and events. Ideally, will spend about an hour each week to ensure PTO happenings are sufficiently communicated through all avenues available.

**Room Mom Chair:** Works closely with PTO board to ensure that information is shared with room moms so that they can distribute to parents/guardians. Works closely with principal to plan various events throughout the year. Attends PTO meetings. Time: Variable workload. Attends all PTO meetings. May require some time planning during the summer.

**Fish Fry Chair:** Works closely with the Special Events Chair to plan the 6-week long fundraiser during Lent. Time: Busiest from Mardi Gras through the end of Lent.

**New Family Orientation Chair:** Works closely with the Special Events Chair and principal to plan the New Family Orientation the week before school begins. The event date is chosen by the principal. Time: Busiest during the summer months.

**Cougar of the Month Chair:** Once per month, purchase cupcakes and sprites for students who receive Cougar of the Month recognition. Set up and clean up Cougar of the Month celebration in courtyard each month. Time: two hours every month from September through May.

**Edukit Chair:** Work with teachers and vendor to update classroom lists for school supply kits. Transcribe approved lists for use in back to school packets. Coordinate delivery of kits, and distribute to classrooms. Communicate with parents and vendor to remedy any problems with kits. Time: Busiest when kits arrive at the school in mid August and again at the end of the school year when lists need to be revised.

**Passive Fundraising Chair:** Regularly seeks opportunities to promote passive fundraising programs currently enrolled in by CCCS. Evaluates the success of current passive fundraising programs, and recommends better opportunities to the board if one exists. Communicates with vendors to ensure payment is received by the school. Time: Attends PTO meetings. Workload varies. Should expect to spend a little bit of time each month.

**Link for accessing online nominations:** <https://www.surveymonkey.com/r/M5TYVYZ>