

It's time to think about the Executive Committee PTCO leadership for next school year 2022-2023. Please consider what you can contribute to St. Stephen's PTCO. Are you interested in holding a position as a PTCO executive committee officer?

Executive Committee Officer Positions up for nomination include:

Vice-President/President Elect- OPEN One nomination to date: Amanda Voght

Secretary- OPEN

Social/Hospitality Coordinator and Co-Chair- OPEN One nomination to date: Vylam Farfan

Fundraising Coordinator and Co-Chair- OPEN One nomination to date: Joanna Skibko

School Life Coordinator- OPEN One nomination to date: Lynne Marino-Coyle

It's not too late if you are interested in a role. Please submit your name to Nicki Gallagher. Elections and voting will be held at our last PTCO meeting scheduled April 28, 2022.

### **Descriptions of each position:**

#### **The Vice-President/President-Elect shall:**

- Perform all duties of the President in the President's absence.
- Chair the Program Committee, which suggests, coordinates, and presents programs of interest to the membership at the General PTCO meetings.
- Vice-President/President-Elect serves during the President's first year in office and agrees to serve as President after one year of serving as President-Elect.

#### **The Secretary shall:**

- Record the minutes of the General and Executive Board meetings and submit copies to the members of the Executive Board, the Principal, Pastor, and School Advisory Board Chairman.
- Supervise taking of attendance at all general PTCO and Executive Board meetings and include attendance figures in the minutes.
- Prepare and disseminate correspondence and communication from the PTCO including notice of all meetings.
- Keep a copy of the By-Laws and Standing Rules at all meetings.

#### **The Treasurer shall:**

- Receive all funds for the Organization.
- Keep an accurate account of deposits and expenditures.

- Make only such payment as are authorized by the Pastor and Principal.
- Submit a monthly financial statement to the Executive Board, Pastor, and Principal.
- Submit a report at all general meetings.
- Prepare a year-end financial statement.
- Coordinate with the Fundraising Chair to reconcile all monies collected from fundraising activities.

The Social/Hospitality Coordinator shall:

- Coordinate with committee chairpersons to provide refreshments at select functions.
- Coordinate faculty luncheons.
- Reach out to families who have experienced life changes (births, deaths, illness, etc.).
- Act as a liaison between the Executive Board and subcommittee chairpersons.

The Fundraising Coordinator shall:

- Organize and oversee all fundraising efforts and subcommittee chairpersons.
- Be responsible and accountable for all monies raised, and forward to the treasurer.
- Act as a liaison between the Executive Board and subcommittee chairpersons.

The School-Life Coordinator shall:

- Organize and oversee all activities that impact school life, including but not limited to volunteer activities and publicity.
- Act as Homeroom Parent Chairperson.
  - Gather volunteers for homeroom parents at general PTCO meeting and hold a meeting in August to review responsibilities.
  - Maintains open communication and acts as a liaison between the PTCO and homeroom parents.
  - Gather volunteers for school events via homeroom parents.
  - Relay information to homeroom parents as needed.
- Act as Buddy Family Coordinator for new families.
  - Pair new families with mentor families in June
  - Organize new family social the week prior to the opening of school.
  - Contact mentor families at the start of each month with a list of events/things to know for the upcoming month to pass on to new families.