

# 2022-23 PTO BOARD OPENINGS

Next year's PTO Board has openings for parents and staff members. This is a great opportunity to get involved with the school! The board oversees and guides the PTO initiatives and funding. Experience in fundraising, event planning, finance, and communications are always helpful, but all that's needed is an interest in helping out the Gladys Wood school and its community. Volunteer hours are flexible. If you or someone you know may be interested in volunteering, please email [gladyswoodpto@gmail.com](mailto:gladyswoodpto@gmail.com) and include the position you are interested in.

## **OPENINGS:**

### **PRESIDENT**

The president presides over all meetings of the organization and of the governing board. The position coordinates the work of all officers and volunteer committees of the PTO, to ensure that all objectives are being accomplished. The position can be shared between two people.

**Time Commitment Outside Monthly Meetings: 2-3 hours a week, more on activity weeks**

### **SECRETARY**

Attend all meetings including executive board meetings and participate in discussion and decision making. Take minutes of the organization's meetings, and then distribute a summary of the minutes at the beginning of the next meeting. Work with the President to create and disseminate monthly PTO newsletter. In the event that the president and vice president are unable to attend a meeting, the secretary will preside and perform their duties.

**Time Commitment Outside Monthly Meetings: 2-6 hours per month**

### **MEMBERSHIP**

Attend all meetings including executive board meetings and participate in discussion and decision making. The membership officer leads and coordinates membership throughout the year for parents/guardians, teachers, and staff (most activity is during the first few months of the school year). This is promoting our organization and collecting volunteer information for family events. This also may include calling volunteers from our sign ups to assist in events. Managing current list of members, reporting this monthly.

**Time Commitment Outside Monthly Meetings: 2-3 hours a month**

### **AT LARGE MEMBER**

The At Large members attend executive board meetings in addition to general meetings. They volunteer throughout the year on different committees and take lead roles (example: Parent Teacher Conference Luncheons, Teacher Staff Appreciation Week, Picture Days, etc.).

**Time Commitment: 2-3 hours a month**