

Take a moment and read how you can lend a hand with the Homestead Elementary PTCO Board. Volunteers make a difference and any contribution makes an impact to our school and kids. If you are interested in volunteering or would like more information, please contact the PTCO Volunteer Coordinator [volcoorhomesteadptco@gmail.com](mailto:volcoorhomesteadptco@gmail.com).

## PTCO Board Positions

### CO PRESIDENT SR\*

Preside PTCO Board and General Meetings. Create PTCO event calendar with school administration. Attend Parent's Council and SAC meetings. Coordinate General Meeting speakers. Review budgets. Write beginning, mid-year update and end of year recap letter. Review grant requests with principal. Attend events. Forward planning for upcoming events/programs. Lead and guide PTCO Board members and coordinators.

### CO PRESIDENT JR\*

Assist and shadow Co President Sr. Junior volunteer advances to senior level upon 2nd year of service.

### VICE PRESIDENT SR\*

Manages fundraising. Leads and manages sponsorships with Board solicitation support. Head 100% Homestead fundraiser. Oversees Fundraising Coordinators and board liaison for Homestead Dash.

### VICE PRESIDENT JR\*

Assist and shadow Vice President Sr. Junior volunteer advances to senior level upon 2nd year of service.

### TREASURER SR\*

Manage finances. Prepare annual budget and provide monthly financial reports. Manages outgoing expenses and reconciliation. File taxes. Attend Treasurer workshop and Parent's Council meetings. Quick Books entry and maintenance. Coordinate grant requests. Board liaison for school administrators and teachers.

### TREASURER JR\*

Assist and shadow Treasurer Sr. Manages upcoming funds. Quick Books entry and maintenance. Attend Treasurer workshop. Junior volunteer advances to senior level upon 2nd year of service.

\*Board Position

Board Meeting 1 Thursday/Month  
4 General Meeting/Year

### SECRETARY\*

Records, types, distribute and archives minutes. Maintains Bylaws. Authorize and edit official correspondence. Board liaison for Buzz Book and Yearbook.

### COMMUNICATIONS\*

Manages PTCO Communication. Coordinates PTCO's info and flyers in the school newsletter. Manages social media and PTCO website. Authorize and edit official correspondence. Board liaison for School Sign and Spirit Wear.

### VOLUNTEER COORDINATOR\*

Manage volunteer needs and descriptions. Distributes job info for volunteers. Oversees Grade Level Coordinators and organizes teacher gifts. Heads Nominating Committee for vacant board and coordinator positions. Board liaison for Integrated Arts Coordinators, Staff Appreciation, Conference Dinners and Teacher of the Year.

### EVENTS COORDINATOR\*

Manages events. Responsible for annual school wide Enrichment Assembly. Board liaison for Fall Festival, Bingo, Innovation Night, Homestead Heroes, Book Fair and Newcomers.

### COMMUNITY OUTREACH SR\*

Manages support to sister school and community needs. Coordinates Winter Wishes, Turkey Drive, Food Drive, Clothes to Kids and Lost & Found. Board liaison for Student Council and school administrator for the community need.

### COMMUNITY OUTREACH JR

Assist and shadow Community Outreach Sr. Junior volunteer advances to senior level upon 2nd year of service. Non-board position moving into board position.

### GARDEN COORDINATOR\*

Manage school garden. Coordinates planting schedule and maintenance of garden. Recruit volunteer support and maintain volunteer schedule. Coordinates with teachers for grade curriculum.