

Homestead PTCO

Executive 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 up-date 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
- One year of previous service on the board recommended

VP FUNDRAISING SR*

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

VP FUNDRAISING 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
- Quickbooks entry and maintenance
- Coordinate staff grant requests
- Board liaison for school administrator and teacher budgets

TREASURER JR*

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

SECRETARY*

- Records, types, distributes 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 Weekly Hawk
- Manages social media and PTCO website
- Authorize and edit official correspondence
- Board liaison for Spirit Wear

VOLUNTEER COORDINATOR*

- Manage volunteer needs and descriptions
- Distributes job info for volunteers
- Oversees Room Parents and oversees teacher and staff gifts
- Heads Nominating Committee for vacant board and coordinator positions
- Board liaison for Integrated Arts Coordinators, Staff Appreciation, Conference Meals and Teacher of the Year
- Board liaison for Marquee

EVENTS COORDINATOR*

- Oversees, assists and acts as a liaison for event chairs working on Newcomers Events, Homestead Dash, Fall Festival, Donuts with Grownups, Innovation Night, and Spring Event.
- Responsible for annual school wide Enrichment Assembly
- Experience chairing one of these events recommended

COMMUNITY OUTREACH SR*

- Manages support to sister school and community needs
- Coordinates Winter Wishes, Turkey Drive, Food and Clothing Drive, and Lost & Found
- Board liaison for Student Council and CCSD 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

DIVERSITY AND INCLUSION REPRESENTATIVE*

- Liaise as a representative from the PTCO Board Diversity and Inclusion Committee with the Homestead Partnerships for Academically Successful Students (PASS) and the Inclusive Excellence Committee (IEC)
- Connect families of diverse backgrounds with events and resources at Homestead Elementary

***Must attend all board and general meetings**