

Galatas Elementary School PTO Board Positions

Executive Board

The executive board members of the PTO are nominated (can be self-nominated) and elected to office for a specific term. Our board determines the PTO events and spending with the principal. They hold monthly meetings and are well informed of all events going on at Galatas Elementary School.

President

The office of President is a 2-year term. Our President presides over PTO Meetings, directs and coordinates all PTO officers, works with the Vice Presidents to determine function of other officers not in the by-laws, and presides as a member of all committees.

Treasurer

The office of Treasurer is a 2-year term, the 1st year being Assistant Treasurer and 2nd year as Treasurer. The Treasurer is responsible for accounting for all revenue and expenditures while maintaining accurate and current records, paying all expenses of PTO when payments are approved by the Board, preparing and presenting a written financial statement to be delivered to the Board, at each PTO meeting or any time requested by the President or Board. A background in bookkeeping or accounting is preferred.

Assistant Treasurer

The office of Assistant Treasurer is a 2-year term, the second is as Treasurer. The Assistant Treasurer shall be responsible for making and recording all deposits. During the 1st year the Assistant Treasurer will shadow the Treasurer and learn the responsibilities of Accounts Payable and Budget developing and reporting.

Secretary

The office of Secretary is a 1-year term. The Secretary is responsible for posting notice of meetings for all members, recording and maintaining minutes for all meetings, maintain list of current board and committee members, reply to any correspondence to the PTO and notify the President of any committee meetings.

Parliamentarian

The office of Parliamentarian is a 1-year term. Parliamentarian attends all meetings of the PTO or its Board and advises the presiding officer about questions of parliamentary law and matters of procedure.

First VP, Programs

The office of First VP is a 2-year term. First VP, Programs organizes, directs and coordinates various educational enrichment programs, including field trips, author visits, science day, science camp, bedtime story night and more.

Second VP, Fundraising

The office of Second VP, Fundraising is a 1- year term. Second VP, Fundraising organizes, coordinates and acts as chair of all committees doing fundraising activities for the PTO, including at least one of the major fundraisers, i.e. 100% Galatas, Springetti.

Third VP, Membership

The office of Third VP, Membership is a 1- year term. Third VP, Membership is responsible for organizing membership of the PTO by maintaining current records and contact information of existing members. Third VP also runs an annual membership campaign and organizes the Student Directory chair to publish the Galatas Student Directory.

Fourth VP, Corporate Partnerships

This position is the face of Galatas to our local and global business partnerships. The VP of Corporate Partnerships shall be our liaison between Galatas and local business owners as well as chains, franchises, and global business partners.

Board Members

Only members of the PTO may serve on Special or Standing Committees. The Executive Board select the representatives for the Standing Committees, for the following school year, within 30 days of elections. No person can serve as the head of Standing Committees for more than two consecutive years. Plan of work, budget and cash flow timing must be submitted for the Committees.

Beautification

The Galatas Beautification Board Members maintain the gardens around the school marquee as well as the pots by the front office throughout the year. Every few years they organize painting of the paw prints on Cochran's Crossing and ordering new logo'd entry mats for the front office area.

PTO Newsletter

Coordinate the production and distribution of the PTO newsletter as determined by the President. Update contact lists as needed.

Directory

Organizes and coordinates the annual publication of the student contact directory including printing quotes, proofing, and distribution.

Educational Enrichment

Assists the First Vice President in organizing and coordinating programs designed to enhance, enrich and reinforce various educational topics.

Health, Safety & Environment

Research and plan programs for presentation to the students on matters such as drug awareness, bicycle and crossing safety, in consultation with the school counselor when appropriate.

Hospitality

Provides refreshments at designated meetings as directed by the Board and coordinate with school Administration and the Special Events Committee, as needed and coordinate teacher appreciation.

School Supplies

Organize the yearly school supply sale to parents, which shall include marketing, ordering and delivering supplies to the classrooms.

Special Events

The Galatas Special Events Board Members organize the Boo-Hoo/Yahoo Breakfast the first day of school, Newcomers Coffees in the Fall and Spring, and Movie Night which has a donation-based Bake Sale associated with the event.

Spirit Wear

Organizes and coordinates yearly T-shirt sales, including fourth grade T-shirts, and other shirts and items needed for special events such as Springetti and/or Field Day.

Volunteer Coordinator

Coordinate all volunteer sign ups and distribute volunteer lists to committees as needed. Promote and encourage volunteerism throughout the school year.

Yearbook

Shall coordinate the production and distribution of the Galatas yearbook.

Committees

Greyhound Gab-

The Greyhound Gab is the student's literary newsletter. Coordinate receiving entries, the assembly, timeline, and distribution of the monthly Greyhound Gab

Social Media Coordinator-

Run the PTO Facebook and Instagram accounts. Promote membership, volunteerism, events, sales, and reminders.

Web Administrator-

In charge of running the PTO website and communicating with board and committees to keep it up-to-date. Editing as needed and keeping it visually appealing.

Business Partnerships-

Facilitate retail reward programs (Box Tops, Amazon Smile, Kroger, etc.). Promote so parents become active donors via retail rewards.

ExxonMobil Coordinator-

Held by an ExxonMobil employee or spouse. Responsible for submitting group volunteer project grants four times a year via the ExxonMobil portal.

Matching Gifts-

Work closely with the Vice President of Corporate Partnership to facilitate company match donations as well as educate parents on taking part in their company programs.

Spirit Nights-

Organize Galatas Spirit Nights at local restaurants and shops. Promote scheduled spirit nights to the Galatas community. Follow up to make sure donations are received.

Fall Fundraiser-

Organize the Fall Fundraiser. Work with the Vice President of Fundraising to decide on what type of fundraiser and facilitate the implementation.

Galatas Grub Hub-

Facilitate parent volunteers for the monthly lunch service to the school administration.

Teacher Appreciation Week Coordinator-

Coordinate the Teacher Appreciation events throughout the year.

Lost and Found -

Items can be collected and sorted 4- 5 times during the school year. Post announcement in Galatas Gazette that Lost and Found will be sorted and give a date for sorting the week prior. Any labelled items must be retained and returned to student. Unlabeled clothing is laundered and taken to Interfaith's Hand Me Up Shop. All other unlabeled items are thrown away.

Marquee and Signage -

With administration approval, information is posted and updated on the school marquee.

Room Parent Coordinator -

Organize the Room Parent submissions and meet with school administration for candidate selection. Facilitate Room Parent training with teachers and selected parent.

Springetti (Spring Festival/Auction)-

Plan, coordinate and run the spring fundraiser. Prior volunteer experience with a Springetti committee is helpful but, not necessary! Works with a large group of committee chairs and volunteers. Also works with teachers and administration, outside vendors, etc. This job is split up into several areas depending upon skill sets. Should be comfortable planning and coordinating with other people. Need to be organized.