

PTO Executive Board Job Descriptions

PTO Co-Chair* (2 Volunteers)

- Build a strong sense of school community through organizing and managing parent and student events, educational enrichment opportunities and teacher appreciation initiatives.
- Support Royle School's principal and administrative staff in connecting with the parent community.
- Establish the calendar of, attend and preside over all PTO Exec Board meetings.
- Communicate with teachers, parents and school administration on all appropriate PTO matters.
- Communicate with and coordinate the efforts of PTO Executive Board.
- Participate in Council for Darien School Parents (CDSP) meetings as needed along with Royle PTO CDSP Budget Representatives Participate in Jan/February BOE Budget season with Vice Chairs by attending CDSP and BOE meetings, working with Royle Principal to understand elementary budget issues.

Time Commitment: 4-5 hours weekly throughout the school year including some weeks during the summer. Monthly commitments (included in the weekly hrs) are: 1 PTO Executive Board meeting, 1 Principal/Co-chair meeting and 1 Board of Education meeting. BOE meetings are recorded and available on YouTube. Co-Chairs work with Vice Chairs to cover monthly CDSP meetings and CDSP/BOE budget meetings during January/February. *Co-chairs usually serve 1 year as a Vice Chair prior to this role.*

PTO Vice Co-Chair* (2 Volunteers)

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- Assist Co-Chairpersons as needed.
 - Attend monthly PTO Exec Board Meetings.
 - Communicate with and coordinate the efforts of PTO Committee Chairs.
 - Coordinate Room Parent Volunteers and serve as point person for Room Parent communications.
 - Represent Royle on the Council of Darien School Parents (CDSP). Participate with CDSP members and CDSP Budget Representatives in budget efforts related to elementary schools during January/February BOE budget season.

Time Commitment: One-year term, leading to co-chair position. Monthly meeting commitments are 1 PTO Executive Board and 1 CDSP Board meeting. It is helpful for Vice Chairs to watch or attend monthly BOE meetings but not required. Vice Chairs work with Co-chairs to ensure coverage at and participation in January/February CDSP & BOE budget meetings.

Treasurer* (2 Volunteers)

- Manage all financial accounts for the PTO.

- Perform monthly reconciliation of accounts.
- Communicate budgets to committee chairs, and oversee committee expenses.
- Write checks as necessary throughout the school year.
- Prepare and present budget for upcoming school year (May) and present to the Executive Board for approval.
 - Handle any financial requests from CDSP (1099 list and annual financial report).

Time Commitment: 3-4 hours per month throughout the school year. Attends all monthly PTO Exec Board Meetings.

****Skill Set:** Great fit for someone who has experience or interest in financials or numbers.

Secretary* (1 Volunteer)

- Attend and take detailed notes at all PTO Exec Board Meetings; submit notes for approval by Exec Board.
- Maintain copy of the PTO By-Laws for Exec Board's reference.

Time Commitment: Attends monthly PTO Exec Board meeting.

****Skill Set:** This is a great opportunity for someone with interest in taking on a leadership role in the future and wants to learn more about how the PTO and other town organizations run.

Fundraising/Events Chair* (2 Volunteers)

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- Oversee all social and fundraising events throughout the year.
 - Work with Treasurer to maintain budgets and fundraising goals for each event.
 - Work with Communications chair to promote all events to the Royle community.
 - Organize social and fundraising sub-committees to plan individual events.

Time Commitment: 3-4 hours per month with increased time leading up to an event. throughout the school year and 1-2 calls over the summer. Attend monthly PTO Exec Board meetings.

Skill Set: Great for someone who has experience in event planning, but experience is not required. Position is great for someone who is creative, organized, and outgoing.

Enrichment Chair* (1-2 Volunteers)

- Research and arrange high quality programs that enhance the school and reinforce curriculum. Programs occur during the school day.
- Work with co-chairs and Principal to identify enrichment opportunities and set calendar dates.
- Schedule all activities, act as liaison with programs, attend all events, manage evaluation

- of programs and arrange payment to the programs/performers through PTO Treasurer.
- Attend occasional DPS district enrichment meetings to share ideas.

Time Commitment: 1-2 hours per month throughout the year, with a slight increase leading up to larger programs; long-range planning is essential. Holds monthly Enrichment subcommittee meetings and attends monthly PTO Exec Board meetings. Attends monthly SEPAC meetings as appropriate.

PTO Special Education Representative (1-2 Volunteers)

- Support the school community as an active member of the CDSP Special Education Subcommittee.
- Act as a resource to the Royle PTO Exec Board on issues related to special education.
- Assist Exec Board in identifying opportunities for inclusion.
- Provide support and/or guidance for parents of children with special needs.
- Assist in identifying any district level issues that may need to be addressed in CDSP, administration, and/or the Board of Education.
- Provide monthly input to PTO Chairs regarding ongoing special education issues within the district.
- Work with SESS facilitators/administration to address building-level issues as appropriate and build community.

Time Commitment: 2-3 hours per month throughout the school year. Attends monthly PTO Exec Board meeting and monthly CDSP Special Education Committee Meeting. Attends SEPAC and Board of Education meetings as appropriate.

Diversity, Equity, and Inclusion Chair: (2 Volunteers)

- Work with Principal and DEI District Leaders to compile resources for families on the topics of diversity, equity, and inclusion.
- Write and submit a monthly newsletter to all Royle families who have subscribed.

Time Commitment: Active throughout the year. Attends all monthly PTO Exec Board meetings. Meets regularly with DEI subcommittee to review and share resources.

Communications Chair* (1 Volunteer)

- Serve as point person for all Royle publicity and media.

- Oversee volunteers of School Directory, Royle Blast, Social Media, and Royle PTO website.
- Ensure all Royle communication is streamlined, accurate, and communicated in a timely and effective manner.

Time Commitment: Active throughout the school year. Attends all monthly PTO Exec Board meetings.