

Ojibwa PTO Board Position Descriptions 2025-2026 School Year

As elections approach, and we review the past/present school year, we reflect on the PTO board positions and what we need for the upcoming school year.

Below is a breakdown of all the positions Ojibwa PTO will need to fulfil for the future:

- President

- The president shall preside over meetings of the organization and executive board, *serve* as the primary contact for the principal, represent the organization at meetings outside the **organization/ serve as an ex-officio member of all** committees and coordinate the work of all the officers and committees so that the purpose of the organization is served. The president will keep a record of all activities for the year in an organized manner so information may be passed on to his/her **successor**.
 - Responsible in managing all required documents needed for monthly district audits.
 - Responsible in managing the PTO email account, all teacher & staff request.
 - Responsible for Grade Level Allocations process
 - Responsible for all Event Forms needed for the district
 - Responsible for all Event Payment Documents/process
- Weekly Time Commitment expectations: on average, appx. 5 hours/ week*

- Vice President

- Shall assist the president and carry out the president's duties in his or her absence or inability to serve. Up to two positions are available and will be determined by Principal prior to intent to run deadline.
 - Responsible for weekly deposits- include all required documents with original bank deposit receipts.
 - Responsible for Teacher Allocations, collecting all required documentation/receipts
- Weekly Time Commitment expectations: on average, appx. 3-4 hours/ week*

- Secretary

- shall be responsible for meeting **minutes, attendance, membership eligibility, official** record keeping of the organization and documentation of historical information. The secretary shall be responsible for newsletters, correspondence, public relations, press releases and the organization's website.
- Update our school calendar with PTO events (website)
- Responsible for creating posts & events on PTO Facebook Page
- Communicating with the school office staff/principal with all events and share documents that can be shared with in the school newsletter.
- Responsible for co-managing the PTO email (with the President)
- Create and assist with the President- info templates to communicate yearly plans with the school staff (1st meeting prior to school year starting & throughout the year if needed)
- *Weekly Time Commitment expectations: on average, appx. 2-3 hours/ week*
- *Computer skills a must, familiar with Microsoft Office Suite (Outlook, OneDrive), to be trained on FoxBright CMS for website updates, must be familiar with Facebook as a platform to post content and events and using Canva for content creation.*

- Co-Secretary (for one year only - due to AH leaving)

- Shadow the Secretary and follow all above responsibilities.

- Treasurer

- The treasurer(s) shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she is responsible for all banking matters. He or she will present a financial statement at every meeting and make a full report at the end of the year. The treasurer is not eligible to chair any committees. Up to two positions are available and will be determined by Principal prior to intent to run deadline. (Responsible for creating yearly budget).
- *Weekly Time Commitment expectations: on average, appx. 2-3 hours/ week*
- *Computer skills a must, to be trained on PTO Manager, must be able to use Microsoft Excel.*

- Volunteer Coordinator

- Shall be responsible for the coordination of volunteers for all PTO sponsored events.
- At each event where volunteers are present, you are responsible to check-in & out all volunteers, provide clear directions on roles and responsibilities for each volunteer.
- Responsible for outreach to local middle schools and high schools, honor society, key clubs, etc.
- Responsible in managing the parent-volunteer VIP list & executing contact with those volunteers for early opportunity.
- *Computer skills a must to create Sign Up Genius, send emails recruiting volunteers.*

Chairing Events:(Rotating Parent Volunteers) 2025-2026 School Year

Want to help and be involved in your child's school experience? Help us by chairing one of our school events with the assistance/guidance by a PTO board member. This is also a great way for the PTO to determine what we can commit to when planning for the upcoming school year.

NOTE: For every event listed below, they each need to complete the following:

1. Communicate with PTO President prior to event, to confirm required District Building Use Form and Payment Collection Forms have been filled out and approved.
2. Work with PTO Volunteer Coordinator to create Sign Up Genius, if needed for the event or Student Volunteers from Middle School and High School.
3. Create a Facebook Post (Image & text info) and then SEND to PTO Secretary to be posted on the PTO Facebook Page and/or School Office to post in Newsletter.
4. Be present at Set up and take down for your chaired event.
5. All chaired position's will have assistance from a PTO board member who handles any money for the event.

- Walk for FUNds (1 Parent Volunteer with 1 PTO board member)

- Responsible coordinating with office staff on the number of volunteers attending the event, to determine where everyone will be assigned to.
- Responsible for creating the Teacher Signs (used for students/teachers to store their items)
- Coordinating School Wide Treat (example: Kona Ice, must be from the district approved vendor list)
- Coordinating/booking DJ for the event (must be on district approved vendor list)
- Coordinating with the office staff on Police enforcement assisting day-of-event with students crossing to Seneca.
- Assist with prizes distribution (on a later date after the event)
- *Timing: Planning starts late August and fundraising begins around the first week of school. Walk date is typically late September/early October.*
- *Skills: Computer skills to manage FundHub reports, Canva to help create updates to share with families and staff.*
- *Time Commitment: apx 1-2 hours per week of planning and updates until the Walk.*

- Fall Book Fair (1 Parent Volunteer)

- Create new Bookfair on Scholastic Book Club
- Close out process- make sure to complete and communicate with PTO on details and if a check is needed for PTO to write to Scholastics.
- *Timing: Planning in early September, Fair is usually October during conference week.*
- *Skills: Computer skills to manage book fair with Scholastic, making flyer to hand out to families.*
- *Time commitment: 1 hour/week ahead of fair to plan, week of sale apx 15 hours to support the sale hours.*

- Art to remember (1 Parent Volunteer)

- Work with Art to Remember when distributing paperwork to the art teachers (note: we have a traveling art teacher as well)
- Organizing and collect all artwork (provide due date to the art teacher) and submit to Art to Remember
- Follow any directions with company etc.
- *Timing: Art work starts in early October, sale runs in November, Delivery is in December*
- *Time Commitment: apx 10 hours over 2 months.*

- Santa Shop (1 Parent Volunteer)

- Work with Fun Services (pre-booked in March)
- Work with Volunteer Coordinator to create time slots etc.
- Work the event (week long)
- Organize, set up and take down all items
- *Timing: Planning starts in early fall, shop is first week of December.*
- *Time commitment: apx. 1-2 hours of planning, week of sale – 15+ hours for set up and managing sale.*
- **Bookfair Spring (1 Parent Volunteer)**
 - Same as Fall Bookfair (listed above)
 - *Timing: Planning starts in January, sale is the week of spring conferences.*
 - *Time commitment: 1 hour/week ahead of fair to plan, week of sale apx 15 hours to support the sale hours.*
- **Readathon (1 Parent Volunteer & 1 PTO Board Member)**Subject to change fundraising opt.**
 - Work with Mrs. Paglia on the overall program and goals for the school (minutes read and/or money raised)
 - Communicate with the teachers to encourage participation with the students
 - Set up Fund Hub on the platform
 - Determine incentives with 1 PTO board member
 - Close out process on Fund Hub
 - Assist with prize distributions (on a later date after the event)
 - *Timing: Planning starts in January with Ms. Paglia for theme, Reading Month is around 30 days from mid/late February to mid/late March.*
 - *Skills: Computer skills to manage FundHub reports, Canva to help create updates to share with families and staff.*
 - *Time Commitment: apx 1-2 hours per week of planning and updates during the month + 1-3 hours post program to manage incentives.*
- **Carnival (Sub-committees) (Multiple Parent Volunteers)**
 - Raffle Baskets & Event Sponsors (1-2 volunteers- reaching out to local companies, organizing and assembling the baskets, Set up the Baskets Day-of- Event)
 - Update shared doc for tracking donations and planning baskets
 - Planning and outreach to start in January prior to Carnival
 - *Time commitment – 1-2 hours per week for planning, 8 hours week of carnival to assemble baskets and manage sale at event.*
 - Game Rentals (1 volunteer w/1 PTO Board- assist in booking and organizing delivery/pick up timeline with school janitorial staff. Be on site- day of event for set up and take down. Communicate and provide all rental invoices to the PTO President for payment process).
 - Planning to start in Late February/Early March once themes are established.
 - Decorating Committee- Many volunteers will be needed, contact PTO President for further instructions
 - Raffle Tickets Logging (1 Volunteer- available to attend the school a few times a week for the month leading up to the event, attend event and help selling tickets)
 - Must be able to use Excel to update tracking doc.
 - *Timing: tickets start being sold in late March – day of carnival*
 - Concession Stand (2 Volunteers- organize/get items to be sold at the event, work the event, be able to use square for sales).
- **Grams (Birthday Grams, Holiday Grams, etc) (1 Parent Volunteer)**
 - Organize and distribute all grams sold throughout the school year. Weekly school visits will be required for Birthday Grams.
 - Assist with payment collection, letter distribution to students for all grams being sold. (Must be approved by district, PTO President will assist with that process).
 - *Timing: All year support*
- **Book Vending Machine (1 Parent Volunteer)**
 - Assist with organizing the Program for the new school year (work with PTO)

- Manage inventory (stamping each book with PTO stamp, work with PTO to use Scholastic Dollars to purchase more books or other avenues)
- *All year support*

- Teacher Appreciation (1 Parent Volunteer)
 - Coffee Stations- Responsible to refill both Coffee Stations on the first of the month of September, December, February and May (Teacher Appreciation week is in May)
 - Assist with gathering items needed for Teacher Appreciation Week, Holiday Gift (Xmas, Conferences, etc)
 - *All year support*

- Field Day (1 Parent Volunteer)
 - Coordinate with Mr. Trzasko on booking a Blow Up and Dj vendor (must be on the district list)
 - Organize and Order Pizza, beverage, snack for all students, fill up water jugs etc. for day of
 - Organize and purchase Icee Pops for whole school
 - Create and Send letter info to families regarding the event, notifying families that we are providing food for them.
 - *Timing: Late May*
 - *Time Commitment: 3 hours pre-field day, on-site at Field Day all day to manage food program with other parent volunteers.*

- Bowling (1 Parent Volunteer)
 - Coordinate and book the venue for the event (be sure it is on the approved vendor list).
 - If any deposits are needed to be paid, make sure to provide to the PTO President, to ensure proper payment is completed.
 - Remaining balance needs to be provided to the PTO President.
 - Select and pre-purchase any items within budget (approved by PTO) for any supplies needed for the event, such as glow sticks, etc.
 - Create, share & distribute flyer info, and work with a PTO board member to create Square Payment (required by district).
 - *Timing: Fall or Winter; appx 3 hours for planning, on-site day of event*

- School Dance- Fall/Winter (1 Parent Volunteer & PTO Board)
 - Coordinate and book the venue for the event (be sure it is on the approved vendor list).
 - If any deposits are needed to be paid, make sure to provide to the PTO President, to ensure proper payment is completed.
 - Remaining balance needs to be provided to the PTO President.
 - Select and pre-purchase any items within budget (approved by PTO) for any supplies needed for the event, such as glow sticks, etc.
 - Create, share & distribute flyer info, and work with a PTO board member to create Square Payment (required by district).
 - *Timing: Fall or Winter; appx 3 hours for planning, on-site day of event*

- Science Night (1 Parent Volunteer)
 - Coordinating and booking with Ann Arbor Museum
 - Be present at set up and take down of event
 - *Timing: Winter (January or February)*
 - *Time Commitment: 1-2 hours of planning, being on-site day of event.*

- Spring/Game Night? (1 Parent Volunteer)
 - Select date, communicate with PTO President on building use form, send flyer home, host the event, take photos and share with secretary after event.
 - Plan and distribute low-cost prizes (contact PTO if they have any available in their inventory)

- *Timing: Winter (January or February)*
- *Time Commitment: 1-2 hours of planning, being on-site day of event.*