

Description of Wydown PTO Positions

PTO BOARD POSITIONS:

President/Co-Presidents: The Chief Executive Officer of the PTO and shall have general charge of the PTO activities.

Treasurer: The Treasurer shall have custody of, and be responsible for, all the funds and securities of the PTO. The Treasurer shall have custody of and be responsible for the maintenance of the books of account.

Secretary: The Secretary shall maintain and record as permanent records the minutes of all meetings of the PTO and shall maintain records of any actions taken by the PTO without a meeting. The Secretary must be available to attend PTO meetings.

Director of Communications: The Director of Communications shall be responsible for overseeing PTO communications with parents and the community and assist in the management of PTO's use of the PTO and District's website.

CHAIR and REP POSITIONS:

Grade-Level Reps: (2 Reps per Grade Level)

Grade-level Reps are responsible for planning and executing grade-level events.

These events include:

- Parent Connection Events (Optional)
- Fall Family Festival (dinner/dessert/paper goods and drinks) Chairs will work with the Fall Family Festival Chairs to solicit donations for the Fall Family Festival. Each grade will be responsible for providing either dinner/dessert/paper goods and drinks.
- End-of-the-year grade level events. Chairs will work with teachers to plan and execute the end of the year events.

Grade-level Reps will work with committees and Wydown teachers, staff and administrators to help execute events.

Community Relations Chairs: (1-2 Chairpersons)

Wydown Pantry Project Chair:

The Pantry Project Chair is responsible for coordinating food drives to stock the Wydown Pantry Project.

Three large food drives benefiting the Wydown Pantry Project are planned for August, November and May. The Community Relations Chair will be responsible for sending out notifications and posting flyers for each food drive and for collecting the food items from the food bins.

In the event the Wydown Pantry is in need of food in-between drives, the Chair will be responsible for sending out reminder emails and requests for additional donations.

Community Relations Chair:

The Community Service Chair is responsible for organizing one or more community service projects benefiting a community or organization outside of Wydown.

Wydown Welcome Wagon Chair:

The Welcome Wagon Chair is responsible for delivering a Welcome Packet to families new to the Wydown community. The Chair will work closely with the counseling department to connect each family with a current Wydown family to offer a warm Wydown Welcome.

The Chair will also work with the PTO Co-Presidents and will send communication to new families with information about the New Family Coffees and Meet and Greets offered by the PTO Co-Presidents throughout the year.

Spirit Wear Chairs: (2 Chairpersons)

The Wydown Spirit Wear Chairs manage the PTO's online spirit wear store and will promote sales of Wydown Spirit wear. The Spirit Wear Chairs are in charge of selling merchandise at the Walk Through and Open House and other Wydown events as deemed necessary.

Parents of African-American Students (PAAS) Chairs: (1-2 Chairpersons)

The PAAS Chairs plan and manage social events related to diversity, culture, and climate at Wydown, and work with Wydown's diversity Chair to coordinate events and initiatives celebrating the cultural diversity at Wydown.

The PAAS Chair will be part of the planning committee for the Black History Month celebration/event.

PAC.Ed Chair: (1 Chairperson)

The PAC. Ed Chairperson plans and manages special events related to children with IEPs or 504 Plans, and works with the Wydown and Special Education staff and Clayton PAC Ed. Committee to promote a culture of inclusion.

Fundraising Chairperson: (1 Chairperson)

The Fundraising Chairperson will promote and manage the PTO's eScripts program at Schnucks.

If the need should arise for additional fundraising, the Fundraising Chair would help coordinate an event or fundraising opportunity.

Buzz Book Chairperson: (1 Chairperson)

The Buzz Book Chair will work with Wydown and District Officials to prepare and publish the annual Buzz Book. The Chairs will be responsible for designing the cover, updating the information on the school specific information pages, reviewing and approving the layout, and ordering and distributing the Buzz Book. (The Buzz Book Chair does not have to prepare the parent information provide in the Buzz Book)

Staff Appreciation Chairs: (3-4 Chairpersons)

The Staff Appreciation Chairs organize and manage the PTO- Sponsored staff appreciation events (breakfasts, lunches, dinners and more). The Staff Appreciation Chairs work closely with the Wydown Administration to plan and execute events. Staff Appreciation events occur throughout the year.

Give Back Night Chairs: (Give Back Night is the 3rd Thursday in April)
(2 Chairpersons)

Give Back Night Chairs plan and order the food and assemble a committee of volunteers to cook and serve the food for Give Back Night. The Chairs work closely with Chartwells and Wydown Administration to plan and order the food. The Chairs work with a committee who cook and serve the food for this event.

Fall Family Festival Chairs: October
(2 Chairpersons)

The Fall Family Festival Chairs will plan and execute the Fall Family Festival for Wydown Families. The Chairs will work closely with Wydown teachers and staff and Grade Level Reps to plan and execute this event.

The Fall Family Festival will take place in October and is held at Wydown. The festival will involve activities, food and participation from the after school club organizations. Each grade level will be responsible for either providing food, desserts or paper products and drinks.

Wydown Extra Reps: (1 Rep per grade level)

Each grade level Rep will be responsible for planning three Wydown Extra Events during the year. Wydown Extra Events occur throughout the year after school. Reps will be responsible for finding parent volunteers to chaperone each event and for sending out reminders for each event.

Wydown Extra Chairs will be present at Walk Through and Open House so families can sign up and pay for these events.