

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)
- 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 specific to their grade level or all school events like a back to school event or mid year fun fest event.

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.

Clayton Community Connections Chairperson:

The CCC 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 through online sales events as well as 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.

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.

Insight Night Chair:

Insight Night is an event designed to facilitate small group discussions between parents and experts around middle school topics. The goal is for parents to be able to have candid conversations about issues and concerns they have regarding the middle school experience. The topics are geared towards learning about what the middle school experience is like for parents and students and providing resources for parents survival of the experience! The Insight Nigh Chair will help secure speakers for event, arrange dinner for speakers, and greet parents and guest as they arrive. This event is always evolving and could be virtual this year.