

MS PTO Board and Committee Positions 2016-2017:

President: The President runs MS PTO meetings, sets the meeting calendar, develops the meeting agendas, ensures any and all contracts and insurance policies are current, appropriate and signed. (2-4 hours/month)

Vice President: This position “shadows” the Vice President and collaborates with him/her on the business of PTO throughout the year. The VP will serve as President the following year. (2-4 hours/month)

Treasurer: This position runs the MS PTO checkbook, and ensures all things financial are compliant, up to date and balanced. This includes receiving check requests, disbursing checks and managing the projected versus actual budget. (2 hours/month)

Secretary: This position is responsible for taking meeting minutes, presenting them for acceptance to the Membership for approval, and ensures that they are circulated and/or posted as appropriate. (1 hour/month)

Volunteer Coordinator (VC)

Timeframe: regular, yet minimal, commitment: September-June (1 hours/month)

Level: MS PTO

Gathers email list of general volunteers as well as event specific volunteers.

Responsible for contacting those lists to fulfill the request of the event chair for each event. (1-2 hours/month)

6th Grade Carnival

Timeframe: Short term commitment: November or January (8 hours)

Level: MS PTO

Responsible to organizing the annual event for 6th graders only. This event been running for 5 years and has been fine tuned. Event is typically on a Friday night in early November. A committee is gathered along with volunteers(VC).

6th Grade Dance Lessons

Timeframe: Medium commitment once a week - November & December (15 hours)

Level: MS PTO

Oversees eight Thursday nights in November and December. This event is run by a third party. PR, sign-ups, money collection and event chaperones (VC) are required.

7th Grade Middle of the Middle

Timeframe: Short term commitment: January (2-3 hours)

Level: MS PTO

This event is one day in late January celebrating the middle day or the middle year of middle school. It takes place primarily during an extended lunch hour. The 7th grade teachers assist in this event. A few volunteers are needed the day of.

8th Grade Dance Representative

Timeframe: Short term commitment: June (2-3 hours)

Level: MS PTO

This event is the evening of the last Friday of the school year. The dance is organized by the 8th grade teachers and a group of interested students and is held in the cafeteria. You will communicate with the lead teacher and assist with food and decorations as needed.

8th Grade Community Service Day

Timeframe: Short term commitment: May-June (10 hours)

Level: MS PTO

Work together with 8th grade teachers to organize a day for all 8th graders to service their community. This is an event that has been fine-tuned for the past 8 years. 2-3 meetings with 8th grade team leaders as well as forming a committee of parent volunteers. The day is followed by a BBQ lunch on the lawn with 75-100 senior citizens as the students' guests.

Nature's Classroom

Timeframe: Intermittent: October, December, April (10+ hours)

Level: MS PTO

Collates and disperses the communication paperwork and oversees the departure and return of all 6th grade students with the school nurse and administration. The students depart for 5 days at an environmental camp in Charlton, MA the week after April vacation. This person is not responsible for collection of funds. This person is responsible for organizing a handful of parent chaperones, but is not responsible for any overnights or traveling to the camp in Charlton, MA.

Magazine Drive Fundraiser Co-chairs

Timeframe: medium commitment: September - November (10+ hours)

Level: MS PTO

This is MSPTO's one and only fundraiser. Online order period for magazines and gift items. This fundraiser has been completely over-hauled and simplified for this 2014-2105 school year for both the order process and prize structure. Responsible for promoting and organizing the fund drive. Best done with another person.

Teacher Appreciation Week

Timeframe: Short term commitment: May (2-3 hours prep and 1 hour/day the week of)

Level: MS PTO

These volunteers work with the MSPTO Vice President to plan and manage events for Teacher Appreciation Week, working with allocated budget. Parents can volunteer to be on the planning committee, bake, donate, serve ice cream, etc.

SKI and SNOWBOARD CLUB

Timeframe: Short-term commitment: November through January (5 hours per week during program)

Level: MSPTO level under a Town-wide Coordinator

The ski club arranges for a bus load of students to go to a local ski mountain once per week for a period of several weeks beginning in January. The Ski Club Coordinator, along with the School level chairs, facilitate registration and permission for students, bus transportation, arrangements with the mountain and any and all other details pertaining to ski club.

CULTURE CONNECTION

Timeframe: July - August (1-2 hours)

Level: MSPTO level under a Town-wide Coordinator

School-level Chair: Each school's coordinator researches and schedules events at the school. This person works with the Administration to schedule these events, and then works with the vendor in contracting their appearance at the school.