

### Hudson PTO Role Summaries (2016 to 2017)

Role	Description	Hours/Week
<p style="text-align: center;"><b>Treasurer</b> <b>1 person</b></p>	<ul style="list-style-type: none"> <li>• Coordinate Hudson PTO accounting activities according to PTO Code of Regulations</li> <li>• Prepare annual PTO budget (with Exec Board)</li> <li>• Disburse funds and pay bills</li> <li>• Maintain Hudson PTO books (using Quicken)</li> <li>• Prepare, review and distribute monthly financial statements for General PTO, schools and committees</li> <li>• Works with CPA Firm to prepare annual tax return</li> <li>• Work with Assistant Treasurer as needed to record deposits, assist with cash boxes, etc.</li> <li>• Attend monthly PTO General Board, Executive Board meetings, Fall/Spring Grants and Teacher of the Year meetings</li> <li>• Knowledge of Quicken useful (training given)</li> </ul>	<p style="text-align: center;">4 hrs/week</p>
<p style="text-align: center;"><b>Assistant Treasurer</b> <b>1 person</b></p>	<ul style="list-style-type: none"> <li>• Prepare and distribute cash boxes for PTO events</li> <li>• Process all incoming deposits</li> <li>• Prepare monthly Excel spreadsheet detailing deposits for PTO Treasurer</li> <li>• Make weekly bank deposits</li> <li>• Reconcile PTO Paypal account</li> <li>• Attend PTO General Board meetings</li> <li>• Knowledge of Paypal and Excel useful</li> </ul>	<p style="text-align: center;">4hrs/week</p>
<p style="text-align: center;"><b>Secretary</b> <b>1 person</b></p>	<ul style="list-style-type: none"> <li>• Attend monthly PTO Board meetings, Executive Board meetings, Fall/Spring Grants meetings (and ad hoc meetings as required)</li> <li>• Record and distribute minutes of PTO General Board, Executive Board and ad hoc meetings as required</li> <li>• Maintain PTO roster and post to Google Docs</li> <li>• Maintain and update PTO job descriptions on Google Docs</li> </ul>	<p style="text-align: center;">2hrs/week</p>
<p style="text-align: center;"><b>Birthday Book Club</b> <b>1 person</b></p>	<ul style="list-style-type: none"> <li>• Inform teachers of how the Birthday Book Club works</li> <li>• Liaise with VP/President/Advisor/Webmaster/Media Rep to draft and send out Constant Contact registration form, e-subscribes, PTO website, media and Facebook postings regarding Birthday Book Club Program on a quarterly basis</li> <li>• Distribute certificates and bookplates to librarians for books purchased</li> <li>• Inform librarians of how much money is available to buy books</li> <li>• Liaise with PTO Assistant Treasurer/Treasurer to deposit money and ensure all funds are used.</li> <li>• Attend monthly PTO General Board Meetings</li> </ul>	<p style="text-align: center;">2hrs/week</p>

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<p style="text-align: center;"><b>HMS Bookstore 1 person</b></p>	<ul style="list-style-type: none"> <li>• Coordinate ordering and inventory of all supplies sold in Middle School Book Store</li> <li>• Maintain Daily Sales Sheets, Deposit Forms and Daily Sales Envelopes</li> <li>• Deposit HMS Book Store funds weekly at bank</li> <li>• Liaise with VIP Coordinator to ensure HMS Book Store has adequate staff cover</li> <li>• Train new staff (August)</li> <li>• Liaise with HMS Supply Sale Coordinator regarding HMS Bookstore inventory to be sold during Supply Sale.</li> <li>• Attend monthly PTO General Board meetings</li> </ul>	<p style="text-align: center;">3hrs/week (More hours required during August)</p>
<p style="text-align: center;"><b>HMS Supply Sale 2 Chairs</b></p>	<ul style="list-style-type: none"> <li>• Responsible for coordinating Supply Sale Committee</li> <li>• Solve any queries that may arise during summer months</li> <li>• Make Special Order purchases using PTO credit card</li> <li>• With spreadsheet coordinator – determine item pricing for sale</li> <li>• Arrange for hanging of supply sale banner (outside near community list 1 week prior to sale, move to above gym door during set up)</li> <li>• Coordinate cash boxes (6 min.) and pick up cash/checks after am/pm shifts (with PTO Assistant Treasurer)</li> <li>• Contact person with Staples – arrange for delivery of shopping baskets</li> <li>• 2 weeks prior to sale, arrange with HMS (contact Tim Ellison) for tables (usually about 14), floor fans if it's a hot summer, wrestling room to be cleared and nets to be hung up etc. in conjunction with Set-Up Coordinator</li> <li>• Arrange for transport of inventory to HMS for setup day (contact Tim Ellison – custodian at HMS – book district truck in July for transport) in conjunction with Inventory Coordinator</li> <li>• Count each cash box and prepare deposits at end of am/pm shifts (must have 3 counts on each box)</li> <li>• Coordinate with HMS personnel the supply list and logistics for August supply sale</li> <li>• Co-ordinate the purchase of all the inventory for the supply sale</li> <li>• Update invoices, checklists, and all forms used during the sale</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc)</li> <li>• Coordinate with HMS Bookstore Chair the inventory to be sold</li> <li>• Attend monthly General PTO board meetings</li> </ul>	

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<p style="text-align: center;"><b>Halloween Windows</b> <b>2 Chairs</b> <b>plus 5 committee</b> <b>members</b></p>	<ul style="list-style-type: none"> <li>• Update entry form, posters and merchant's letters.</li> <li>• Liaise with city regarding date of event</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc)</li> <li>• Liaise with merchants to solicit windows to be painted</li> <li>• Maintain spreadsheet of merchants/registrants</li> <li>• Order paint and supplies</li> <li>• Coordinate volunteers to help tag and tape windows and work registration table on day of event</li> <li>• Liaise with window washer regarding post event clean-up</li> <li>• Create and maintain budget for event and deposit registration fees with Assistant Treasurer</li> <li>• Attend monthly PTO General Board meetings</li> </ul>	<p style="text-align: center;">5hrs/week August to November</p> <p style="text-align: center;">Must be present the day of Halloween Window painting to lead activities</p>
<p style="text-align: center;"><b>Kids Making A Difference</b> <b>1 person</b></p>	<ul style="list-style-type: none"> <li>• Liaise with KMAD sponsor to confirm on-going participation</li> <li>• Liaise with Hudson Hub to confirm ad pricing and publication dates</li> <li>• Liaise with school secretaries regarding nomination process and timescales</li> <li>• Liaise with KMAD student's parents to obtain photo, photo release for Hub and student bio</li> <li>• Write monthly Hub article</li> <li>• Liaise with Webmaster, PR Rep regarding external publicity</li> </ul>	<p style="text-align: center;">2hrs/week</p>
<p style="text-align: center;"><b>Membership</b> <b>2 people</b> <b>plus membership rep from</b> <b>each school</b></p>	<ul style="list-style-type: none"> <li>• Update Family and Staff Membership Form</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc)</li> <li>• Liaise with school secretaries regarding distribution of membership forms</li> <li>• Oversee membership process at Open Houses</li> <li>• Train school Membership Reps and co-ordinate collection of membership forms from each school</li> <li>• Track Staff and Family Memberships on central spreadsheet</li> <li>• Distribute membership information to schools by November 1st</li> <li>• Co-ordinate distribution of Membership give-away item</li> <li>• Create and maintain Membership budget</li> <li>• Attend monthly General Board meetings, Executive Board meetings, Fall/Spring Grants meeting and Teacher/Staff Member of the Year meetings</li> <li>• Knowledge of Excel useful</li> </ul>	<p style="text-align: center;">2hrs/week (4 hours per week required August to October)</p>

### Hudson PTO Role Summaries (2016 to 2017)

Role	Description	Hours/Week
<p style="text-align: center;"><b>Media Rep 1 person</b></p>	<ul style="list-style-type: none"> <li>• Liaise with Head Reps and Event Chairs regarding content and timings of media announcements (Hub, Inside Hudson, Hudson Monthly, etc.)</li> <li>• Write and send announcements to external publications according to agreed timescales</li> <li>• Post announcements on PTO Facebook page</li> <li>• Liaise with external media editors to place story ideas</li> <li>• Submit "Letter to the Editor" submissions as required</li> <li>• Arrange for external media photographers at events where required, following HCSD policies</li> <li>• Check Photo Release forms on file before submitting photos to external media</li> <li>• Attend monthly PTO General Board meetings</li> </ul>	<p style="text-align: center;">3hrs/week</p>
<p style="text-align: center;"><b>Nominations 2 people</b></p>	<ul style="list-style-type: none"> <li>• Liaise with PTO President and VP regarding nomination process for up-coming year</li> <li>• Update nomination form as required</li> <li>• Distribute nomination information to Head Reps</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc</li> <li>• Track nominations on central spreadsheet</li> <li>• Work with VP/President to confirm roles for up-coming year</li> <li>• Confirm roles with volunteers</li> <li>• Attend Monthly PTO General Board meetings</li> </ul>	<p style="text-align: center;">2hrs/week (Feb to May)</p>
<p style="text-align: center;"><b>Pancake Breakfast Minimum 2 Co-Chairs plus 14 sub-committee chairs</b></p>	<ul style="list-style-type: none"> <li>• Secure Pancake Breakfast facilities, equipment and District staff</li> <li>• Create and manage Pancake budget</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc.)</li> <li>• Co-ordinate Pancake Sub-Committees (Logistics, Service, Allergy, Kitchen, Purchasing, Publicity, Volunteers, Tickets, Raffle Prizes, Entertainment, Art Show, Children's Games, Prize Patrol and Raffle</li> <li>• Co-ordinate creation of Pancake poster (and t-shirt if applicable)</li> <li>• Meet with sub-committees to co-ordinate activities, deadlines, etc.</li> <li>• Meet with full Pancake Committee in January to update and coordinate activities</li> <li>• Day before event – coordinate event set-up</li> <li>• Day of Event – oversee committees, floor manager role, greet announcers and provide scripts, problem solve as necessary, speak with media, sort and stack everything on pallets after event, check inventory supplies, ensure all areas are clean</li> <li>• Post event – send thank you notes to donors, oversee thank you ad in Hub, hold wrap-up meeting, gather updated committee reports</li> <li>• Attend PTO General Board, Executive, Fall/Spring Grants and Teacher/Staff Member of the Year meetings</li> </ul>	<p>Initial planning – 15-20 hrs Mtgs – 2 x 2 hr mtgs Set-up – 4-5 hrs day before event Day of Event – 9 hrs</p> <p>Co-chairs must be present the day of Pancake Breakfast to lead activities</p>

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Role	Description	Hours/Week
<p style="text-align: center;"><b>Rewards 1 person plus Rewards Rep from each school</b></p>	<ul style="list-style-type: none"> <li>• Coordinate General PTO Rewards Programs (e.g. Giant Eagle, Heinen's, Amazon and Cartridge Recycling). Funds for these programs return to General PTO</li> <li>• Ensure timely communication of program requirements and deadlines</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc.)</li> <li>• Liaise with School Rewards Reps regarding School Reward Programs (Box Tops, Acme Receipts, Campbell Soup labels, etc.). Funds for these programs return to individual schools</li> <li>• Train School Board Rewards Reps on programs, deadlines, etc.</li> <li>• Hold quarterly meetings with School Board Rewards Reps</li> <li>• Attend Monthly General PTO Board Meetings, Fall/Spring Grants and Teacher/Staff Member of the Year Meetings</li> <li>• Create and manage Rewards budget</li> </ul>	<p style="text-align: center;">3hrs/week</p>
<p style="text-align: center;"><b>Right To Read Chair 2 people</b></p>	<ul style="list-style-type: none"> <li>• Research appropriate authors to visit the elementary schools</li> <li>• Work with school librarians to decide the author and to determine time, details, and logistics for the author visit</li> <li>• Maintain budget and ensure adequate funding for the author visits, hotel stays, travel expenses, etc.</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc.)</li> <li>• Work with school head reps, RTR Committee and librarians to create Right to Read Week decorations and activities</li> <li>• Coordinate book orders for elementary schools</li> <li>• Ensure visiting author(s) has transportation and meals during his/her stay</li> <li>• Attend monthly PTO General Board meetings</li> </ul>	<p style="text-align: center;">2hrs/week (4 hrs/week during February-March)</p>
<p style="text-align: center;"><b>Run For The Schools Chair 1 Chair (minimum) plus 5 committee members</b></p>	<ul style="list-style-type: none"> <li>• Create and manage Run For The Schools Budget</li> <li>• Work with City of Hudson to determine date and logistics and to obtain approvals/permits</li> <li>• Obtain sponsors for the Run</li> <li>• Coordinate creation of posters and t-shirts</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc)</li> <li>• Recruit and coordinate volunteers for the day of the Run</li> <li>• Attend monthly PTO General Board meetings, Fall/Spring Grants and Teacher/Staff Member of the Year Meetings</li> </ul>	<p style="text-align: center;">3hrs/week</p> <p style="text-align: center;">Chair(s) must be present on the day of the Run for the Schools to lead activities</p>

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<b>Scholarship Chair</b> <b>1 person plus 3 committee members</b>	<ul style="list-style-type: none"> <li>• Work with HHS personnel to create/update scholarship form</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc)</li> <li>• Coordinate collection of scholarship applications</li> <li>• Chair scholarship selection meeting</li> <li>• Coordinate notification of winning students</li> <li>• Attend monthly PTO General Board meetings</li> <li>• Be present at the High School Scholarship night in May</li> </ul>	2hrs/week during February-April
<b>Spirit Wear Chair</b> <b>1 person</b>	<ul style="list-style-type: none"> <li>• Create/update Spirit Wear designs and obtain proper approvals for the designs</li> <li>• Work with vendor on pricing, designs, and placement of all orders</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc)</li> <li>• Coordinate with school head reps to collect orders and to disseminate orders</li> <li>• Work with Assistant Treasurer to make deposits</li> <li>• Maintain spreadsheet of orders and budget</li> </ul>	3hrs/week  July-October
<b>Supply Kits Chair</b> <b>1 person</b>	<ul style="list-style-type: none"> <li>• Create and manage Elementary Supply Kits budget</li> <li>• Liaise with school principals to obtain school supply kit lists</li> <li>• Liaise with School Supply Kit companies to confirm pricing, order process, timescales, etc</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc)</li> <li>• Liaise with School Head Reps regarding communication of Supply Kits at school transition meetings</li> <li>• Co-ordinate delivery of supply kits</li> </ul>	3hrs/week March to August
<b>Webmaster</b> <b>1 person</b>	<ul style="list-style-type: none"> <li>• Update, maintain, and manage PTO Website</li> <li>• Work with head reps to obtain updates for each school's section</li> <li>• Work with committee chairs to post event announcements like Right to Read Week, Pancake Breakfast, Run for the Schools, etc.</li> <li>• Draft monthly PTO Newsletter</li> <li>• Maintain the website's PTO Store</li> </ul>	3hrs/week

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<p style="text-align: center;"><b>Elementary Fundraiser Rep</b> <b>1 or 2 people plus Fundraiser Rep from each school</b></p>	<ul style="list-style-type: none"> <li>• Agree elementary fundraiser company with President and VP</li> <li>• Liaise with chosen fundraiser company on product mix and timescales</li> <li>• Coordinate and liaise with fundraiser committee reps from each school regarding communications, ordering and logistics</li> <li>• Liaise with Publicity team on communications for students/parents</li> <li>• Coordinate logistics on delivery day</li> <li>• Follow up on any order queries</li> </ul>	
<p style="text-align: center;"><b>School Head Rep</b> <b>(2 positions per school)</b></p>	<ul style="list-style-type: none"> <li>• Coordinate all school specific PTO activities/events according to agreed budgets and timescales</li> <li>• Liaise with school principal, PTO members, parents, staff and children regarding school specific and General PTO activities/events</li> <li>• Represent school at PTO General and Executive Board Meetings</li> <li>• Ensure all school PTO activities/events follow the Hudson PTO Code of Regulations and HCSD policies</li> </ul>	4hrs/week
<p style="text-align: center;"><b>School Board Member</b> <b>(approx. 10-12 positions per school)</b></p>	<ul style="list-style-type: none"> <li>• Attend monthly school PTO meetings</li> <li>• Chair specific activity/event at school according to agreed budget and timescales</li> <li>• Liaise with VP/Webmaster/Media Rep/President/Advisor regarding external communications (e-subscribes, Facebook, Hub, PTO website, Constant Contact, etc)</li> </ul>	2 hrs/week