

CHAPARRAL ELEMENTARY PTO BOARD POSITIONS

Our PTO meets once per month for 1-2 hours. If you can commit to attending these meetings, would like a voting voice on the PTO, and would like to get more involved/make new friends, we would love to hear from you!!

PRESIDENT

Oversees the operation of all Chaparral PTO activities and publicly represents the organization. Duties include facilitating monthly PTO meetings, maintaining active communication with school administration, and all other PTO needs as they arise.

SECRETARY

Responsible for the organization and administration of the PTO. Duties include keeping detailed and accurate accounts of monthly PTO meetings, coordinating communication to families, the community and our school, and maintaining PTO website, social media accounts and e-alerts.

FUNDRAISING CHAIR

Responsible for researching, selecting, planning, communicating, and executing Fall and Spring Fundraisers. May be divided into 2 positions - Fall & Spring.

VOLUNTEER COORDINATOR

Responsible for assisting officers and chairpersons in finding volunteers for events throughout the year. Duties include maintaining volunteer database, overseeing volunteer communication and outreach, and managing volunteer coordination at events as needed.

CORPORATE FUNDRAISING CHAIR

Responsible for planning, communicating and executing corporate partnerships. Programs include POGO Pass, Amazon Smiles, Fry's Rewards, Harkins Sales, Kona Ice Truck visits, and Box Top collections.

VICE PRESIDENT

Assists the President in all roles and takes the place of President should they be unavailable. Duties include managing communication and coordination of officers/chairpersons, and oversees the planning of the annual Fall Festival.

TREASURER

Responsible for the PTOs financial accounts and working budget. Duties include creating and maintaining the annual budget, overseeing all deposits and withdrawals, maintaining accurate records of receipts and expenditures, providing monthly financial reports, and assisting with tax filings and needs.

RESTAURANT NIGHT COORDINATOR

Responsible for researching, selecting, planning, communicating, and executing monthly fundraiser events. Will work directly with each grade level.

HOSPITALITY CHAIR

Responsible for planning, communicating and executing events throughout the year. Events include family breakfasts, Super Shark assemblies, quarterly teacher luncheons and Teacher Appreciation Week. May be divided into 2 positions - teacher & community chairs.

ACTIVITIES COORDINATOR

Responsible for planning, communicating and executing special activities and events throughout the year. Activities include Holiday Shoppe, Art Masterpiece program, and 6th grade clap out.

GET INVOLVED!

If there is a position you would like to be considered for, or to learn more about, please email yourchaparralpto@gmail.com with your name and your position(s) of interest.