

PTO Job Name	Board Buddy	Effort Required	Job Description
President		On-going, Very Heavy	<p>Chief Executive Officers of the PTO. Responsibilities include: Oversight and support of all PTO officers, committees and programs, including budget. Ensure that PTO policies and procedures are followed. Meet regularly with the Principal to share information, plan upcoming events, and promote what is best for Wellington students. Planning, publicizing and running bi-monthly General PTO meetings alternating monthly with PTO Executive Board meetings. These meetings are held on Monday nights. The PTO Presidents set the agenda with input from the Principal and the Executive Committee. At each meeting, the minutes from the last meeting must be approved (secretary's responsibility) and the budget report needs to be accepted (treasurer's responsibility). School Department officials and School Committee members usually plan/attend the January General meeting. The Annual Meeting is held in May. At Executive Board meetings, board members report; the board makes decisions about budget and expenditures; the agenda for PTO General Board meeting is set. Organize and participate in town-wide PTO Presidents' meetings. These meetings rotate between schools, with host school's Presidents providing refreshments, assembling the agenda and leading the meeting. Set the PTO Calendar of events. Student Care board involvement required by Bylaws. Board buddy for all PTO committees designated as President related. This position is a 2 year Executive Board Position.</p>
Treasurer		On-going Heavy	<p>Responsible for all financial aspects of the organization. Set budget in conjunction with executive board and Principal; present budget for approval to Executive Committee and General PTO. Provide monthly up-to-date budget reports to Executive Committee and General PTO meetings. Maintain PTO accounts and oversee Bookkeeper Assistant who keeps all accounting/bookkeeping records. Keeps all tax reporting up to date. Provide reimbursement for PTO bills and expenses in timely manner; ensure adherence to budget and record-keeping policies for reimbursement. Oversee Accounts Receivable Assistant who collect fees and funds raised by all PTO events and programs; ensure adherence to policies for money collection. Provide all materials needed for yearly audit. Support Assistant Treasurer as needed. Supervisory/support role to Student Care financial staff. Maintains the Treasurer Handbook, financial procedures and all financial forms. Board buddy for all PTO committees designated as Treasurer related. This position is a 2 year Executive Board Position.</p>

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Assistant Treasurer (Mr. "S" programs)		On-going, Very Heavy	Responsible for all planning and financial aspects of the Mr. S sports and party programs. Assist the Treasurer with financial aspects of other events, as needed. Understand fundraising targets and goals. Collects and deposit fees raised by PTO sponsored "Mr. S" programs. Provides reimbursement for sports-related PTO expenses (and other activities at the discretion of the Treasurer) in timely manner; ensures adherence to budget, money collection procedures and record-keeping policies. Work with principal in awarding scholarships. Maintains rosters, oversees attendance taking procedures and ensure adequate supervision for sports programs. Submit payroll requests on-time. Complete building permits. Attends and provides regular reports to Executive Board and General PTO meetings. Board buddy for all PTO committees designated as Assistant Treasurer related. This position is a 2 year Executive Board Position.
Secretary		On-going, Heavy	<p>The role of Secretary is a 2-person Executive Board position covering the areas of recording, internal communications, and external communications for Wellington (Including but not limited internally to: Wellington bulletin boards, Wellington list serve, Wellington Weekly, Wellington Website and backpack flyers and flyers posted at the school.) Below is a breakdown of specific responsibilities for the 2008-2009 school year for each position.</p> <p><u>Position #1:</u></p> <ul style="list-style-type: none"> • Maintain a cumulative and historic file of PTO agendas and minutes. • For all Executive Committee and General PTO meetings: Take minutes, present minutes for approval and acceptance, publish and make available minutes of prior meetings and keep an active list of action items. • Maintain the primary Wellington PTO bulletin board. • Support the Executive board by copying and distributing needed documents as needed for PTO general and executive meetings. • Maintain and keep the PTO website updated, including but not limited to the calendar, newsletters, and minutes. • Executive sponsorship/liaison to the following subcommittees: Newsletter, Web Content Coordinator, Web Technical Support/Advisor, and School Directory. • Attend Executive and General PTO board meetings <p><u>Position #2:</u></p> <ul style="list-style-type: none"> • Draft/send letters relating to Board and general matters.

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			<ul style="list-style-type: none"> • Send Thank you letters from the executive board. • Follow up with other correspondence as necessary for functioning of General PTO and Executive Board. • Public Relations arm in Publicity aka "Getting the Word out" with the Wellington community and beyond when needed. • Actively work with the Belmont Citizen, Belmont Media (TV) and other outside avenues in all matters of positive outward publicity for the PTO Executive Board and PTO coordinators. • Keeps track and files food permits, building permits and PTO CORI license. • Executive sponsorship/liaison to the following subcommittees: School Picture Day, Communication Folders, Library Gift Book Program, Library Volunteer Coordinator, Room Parent Coordinator • Attend Executive and General PTO board meetings
VP Community Events		On-going, Heavy	Oversee the community events at the Wellington (events with the goal to create and maintain a sense of community). Work closely with event coordinators and the Treasurer regarding budget and expenses for events. Attend and provide regular reports to Executive Board and General PTO meetings. Board Buddy for all PTO committees designated as Community Events related. This position is a 2 year Executive Board Position.
VP Fundraising and Commercial Fundraising		On-going, Heavy	Oversee the range of fundraising at the Wellington. Support all coordinators that are running individual and ongoing fundraising events. Attend and provide regular reports to Executive Board and General PTO meetings. Establish targets and track. Research new events and programs. Board Buddy for all PTO committees designated as Fundraising. This position is a 2 year Executive Board Position.

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VP Programs		On-going, Heavy	Oversee and be responsible for all PTO Enrichment programs (during school hours or outside hours) and PTO supported school Programs. Work closely with principal for approval for all events especially all-school; work closely with office and staff regarding scheduling of events. Work closely with Treasurer regarding budget and fees for programs, keep constant budget via communication with grade level coordinators. Supervise grade-level program coordinators (volunteers and staff); make sure principal has approved all decisions. Oversee PTO coordinators and paid staff that support these school programs. Consider if programs align with current curriculum; revise new programs as necessary. Attend and provide regular reports to Executive Board and General PTO meetings. Provide responsibility and oversight of EXTERNAL grant-writing/fund-raising for programs. Attend town-wide program meetings and regional meetings, to keep abreast of offerings available. Board Buddy for all PTO committees designated as Program related. This position is a 2 year Executive Board Position.
Academic Night – math/science and a game night	Community Events		Working with the principal, executive board develop an interactive academic night – possibly math and/or science. Include a game night if it makes sense. Work with the Belmont Public School curriculum heads for direction and ideas. See “community event” description for more details.
Accounting Advisor	Treasurer	On Call, as needed	Advise Executive Board on accounting matters. Take on projects on an as needed basis. Maintain confidentiality in discussions with Board as appropriate.
Accounts Receivable, Treasurer Assistance	Treasurer	On-going, Heavy	Responsible for confirming and depositing PTO fundraising and program monies to PTO bank account in a timely manner. Work with PTO Treasurer, Assistant Treasurer, Bookkeeper, and PTO Fundraising, Community Events and Program Chairpersons.

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After School Enrichment Program Coordinator	Programs	Fall/Winter, Heavy	Develop and run extra-curricular after-school courses and activities for Wellington students; usually two eight-week sessions in Fall and Spring. Responsible for generating ideas for courses, recruiting teachers, securing school classrooms and oversight for programs while in session. Publicize and distribute course offerings to all Wellington children. Need to ensure that all teachers and monitors in the program have background checks and have filled out necessary paperwork to be paid by the PTO. Receive all registration forms and money; responsible for all communication with parents. Work closely with Treasurer to ensure proper handling of fees and salaries. Need to work very closely with school office regarding building use. Responsible for student safety in getting to the program, attending the program, and dismissal to parents; often hire monitor for these functions. Set policy for program participation as needed in conjunction with principal. Renew PTO CORI. Work with treasurer and principal regarding use of PTO scholarship money.
Amazon Fundraising Program Coordinator	Fundraising	On-going, Light	Work with the principal, PTO web technical coordinator and the Belmont Public School webmaster to publicize the Amazon program on the Wellington website and attract attention and traffic through it. Any and all web content and flyers need Principal approval prior to distribution. Update the school bulletin board. Understand financial procedures and fundraising targets. Provide financial results to the Treasurer on a timely basis.
Attorney Advisor	President	On-going, Light	Advise Executive Board on legal matters. Take on projects on an as needed basis. Maintain confidentiality in discussions with Board as appropriate.
Book Fair Event Coordinators	Fundraising	November, Heavy	Understand budget, financial procedures, food permit requirements and fundraising targets. Plan the event and review any new/changed plans (eg theme, location, dates, duration) with ExComm. Hire vendors (if needed), set prices, recruit volunteers, organize, publicize and run event. Work with office and student care regarding building use, before, during and after the event if needed. Manage the Previews, Wish Lists, donations to teachers/library.
Bookkeeping, Treasurer Assistance	Treasurer	On-going, Heavy	Maintain the PTO accounting/bookkeeping records. Provide financial reports to the Treasurer, in preparation for PTO meetings, as well as other financial/audit/tax reporting requirements.

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Box Tops for Education Program Coordinator	Fundraising	Oct & March, Light	Work with national program to raise funds for the school. Publicize program; collect box tops throughout the year; submit box tops according to program procedures in return for cash. . Update the school bulletin board. Understand financial procedures, Box Top submission dates and fundraising targets.
Communication Folders Coordinator	Secretary	Summer/Fall	Started in school year 2007-2008 with Ritefolders/Progress Publications. Design, submit and distribute through out year. Understand budget and pricing plans.
Community Event Coordinator – eg Ice Cream Social	Community Events		Focus is that we reach the Wellington community. Understand budget, financial procedures and building/food permit requirements. Plan the event and review any new/changed plans (eg theme, location, dates, duration) with ExComm. Hire vendors (if needed), set prices, recruit volunteers, organize, publicize and run event. Work with office and student care regarding building use, before, during and after the event if needed.
Faculty Representatives	Principal	On-going, Light	Provide faculty perspective to the PTO and its programming. Act as a liaison between PTO and staff, in conjunction with the principal. Attend PTO meetings and offers feedback to PTO Executive Board as requested.
Field Day Liaison	Community Events	June	Support the principal and gym teacher in organizing a safe, healthy and fun day for 3 rd and 4 th graders. Organize parent monitors.
Field Trip Liaison	Programs	On-going	Support the grade level designated teachers and principal in planning field trips. Manage budget for field trips and buses. Teachers will generally work with room parents for chaperones but may need some support.
Food Pantry Drive Program Coordinator	Community Events	Several Events, Medium	Liaison between Wellington and Belmont Food Pantry. Organize and publicize periodic food drives for the Pantry; organize volunteers to collect and deliver food. Monitor ongoing food donations and deliver them to the Pantry as needed. Coordinate with any school grade-level food drives. Expand beyond the Belmont Food Pantry if time allows.

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Fourth Grade Send-off Program Coordinators (usually 3 or 4 people)	Treasurer	Several Events, Year End	A committee that organizes early in the fall to create a Fourth Grade Send-Off (4GSO) party, Wellington's version of a "moving up celebration" for fourth graders, as they move on from Wellington to the Chenery Middle School. A class gift is often organized too. All plans subject to review and approval by the PTO Executive Board. Plan fundraising programs for fourth graders to raise funds for these "send off" activities and gift. Publicize information on events to all fourth grade families and the Wellington community as needed. Work closely with PTO, principal and office regarding fund-raising procedures and building use.
Fundraising Event Coordinator – eg Fall Dance	Fundraising		Understand budget, financial procedures, food permit requirements and fundraising targets. Plan the event and review any new/changed plans (eg theme, location, dates, duration) with ExComm. Hire vendors (if needed), set prices, recruit volunteers, organize, publicize and run event. Work with office and student care regarding building use, before, during and after the event if needed.
Fundraising Sales Coordinator - eg Gift wrap, sweatshirts, art cards, recycle products	Fundraising		Choose a vendor, distribute order forms, collect orders and distribute products (to be determined in spring of previous year). Publicize program and policies to the Wellington community. Work with Treasurer and Fundraising Chairs to ensure proper handling of all funds raised. Work with office regarding building use.
Grant Writing – School and PTO	Programs	On-going	Support PTO and School in writing of grants – research for new foundations – track – understand deadlines and track grants. The Foundation for Belmont Education and Belmont Cultural Council are two organizations that have historically awarded grants. Expand beyond and research other organizations if time allows.
Helping Hands	Community Events	Nov/Dec	A coordinator will develop a plan and implement working with the support of the executive board and principal. A charity(s) in need of small articles of clothing, toys or food must be identified and contacted. Families and teachers will engage in a discussion with Wellington children about the importance of giving to others in need. Children/families will be asked to bring in their item by a certain date and items will be brought to the charity. The timing for this initiative is during the November/December holiday time.

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Hospitality and Staff Appreciation Luncheon	Community Events	On-going, Medium	Provide refreshments and drinks for PTO meetings and functions. Set up and clean up refreshments. Organize a team of bakers and workers to help. Hospitality-hosted events includes all General PTO meetings, coffees with the Principal, Back-To-School and Welcome coffees the first week of school; the Library Coffees (these are periodic through the year i.e., shelf reading parties) and Room Parent coffee in September. Hospitality also hosts the Read-a-thon in November with popcorn, pretzels and hot chocolate; Kindergarten Registration in March/April; Kindergarten orientation in June. Coordinate all of the food and drink for the Staff Appreciation Luncheon in May. It does NOT include Executive Board Meetings, Student Care Board Meetings, or events for which another committee has the primary responsibility. Other events or activities may be added during the school year but they would be agreed upon upfront. There is a Hospitality budget for any expenses incurred. The PTO "locked" closet in the school is used for supplies and should be kept organized (however many committees use). See Staff Appreciation Luncheon for more description.
Ice Cream Social Event Coordinator	Community Events	Fall, Light	Primarily a fun social event for Wellington. See Community Event coordinator description.
Ice Skating Night Event Coordinator	Community Events	Winter Event, Light	Primarily a fun social event for Wellington. Chairs reserve the town rink, publicize the event and organize refreshments. Usually held in the Winter. See Community Event coordinator description.
In School Enrichment Program Coordinator (K – 4)	Programs	On-going, Medium	Coordinate with teacher liaison for assigned grade. Book programs. Communicate with Principal and Chair(s) regarding dates/times of programs. Put information about programs in Wellington Weekly and on bulletin board; write short summary of program and take pictures for Belmont Citizen Herald and the Wellington Website. Be available to greet performer, show the space, help set-up (if needed); provide check. Place evaluation forms in teachers' boxes after program. Write thank you notes to performer and to Foundation for Belmont Education (or other non profit) if the program was grant-funded. Work with VP programs on coordinating programs and financial procedures.

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Incoming Kindergarten Events Coordinator	Community Events	Fall, Light	Organize about 2-4 morning playground sessions for incoming kindergartens at the Wellington playground to aid in the transition of incoming kindergarteners and families. They have been scheduled in late August and early September, each running about 2 hours, a light snack is provided. Recruit parents to co-host each session. Create flyers in a timely fashion so they can be distributed with school kindergarten material during the summer. Communicate with the principal and kindergarten teachers. Organize a "boo-hoo" breakfast to be held in September after the PTO welcome coffees. Started in Sept 2007, this breakfast was 1 st Monday of school for all Kindergarteners. Support the principal with the spring with the kindergarten registration and info sessions if needed.
Insurance Advisor	President	Fall, Light	Provide guidance on appropriate PTO insurance levels, including PTO Student Care. Solicit bids and/or checks for competitive market pricing for insurance coverage as necessary. Background knowledge in insurance coverage/pricing required. Advise Executive Board on insurance matters. Take on projects on an as needed basis. Maintain confidentiality in discussions with Board as appropriate.
Let's Dance Fall Fundraiser	Fundraising	Fall, Light	A great way to start off the year. See Fundraiser Event Coordinator description for details.
Library Gift Book Program Coordinator	Secretary	On-going, Medium	Work closely with Library staff to implement gift book program through which books are selected by the library staff and initially purchased by the PTO. The books are then made available to parents to buy for the school library (often as a gift from one student to another or to honor a faculty or staff member). Publicize program, process donation forms, create book plates, and record all purchases in spreadsheet. Work with PTO Treasurer to ensure proper handling of all funds raised. Purchase books and manage the PTO Library Books budget item if funded by PTO.
Library Volunteer Program Coordinator	Secretary	Fall, Medium	Work closely with Library staff to determine needs; organize volunteers to staff class library times and perform other duties and special projects as requested by Library staff. Publicize needs and library programs to wider Wellington community.

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Membership coordinator	Fundraising	Fall, Heavy	Run the fall membership drive and annual appeal letter in the fall of each year. Discuss with executive board which events will include a membership drive. Starting with the Welcome packet, send home & publicize information about PTO. Work with PTO Treasurer to ensure proper handling of all funds. Volunteer forms are compiled and analyzed using an excel spreadsheet. Distribute all the volunteer information to the appropriate chair person. Write thank you notes to families that have donated over a certain amount, defined by the executive committee. If time allows, implement a corporate matching and/or online donation process.
METCO Family & Friends Program Coordinator	Community Events	Ongoing, Light	Help the Wellington community stay in touch with METCO/Boston families, arrange for Belmont "host families" for each Boston family, and act as the Wellington contact for METCO events across the four elementary schools. Welcome and serve as liaison for METCO families at the Wellington. Recruit host families for METCO children attending Wellington from other communities. Host gathering for families to meet each other; provide ongoing support for all families involved.
Moira Gavin Fund Program Coordinator – Fund and Bingo Night	Treasurer	Spring Event, Medium, Ongoing	In 1988, Moira Gavin, a kindergartener at Wellington, passed away from cancer. Moira had a love for music and dance. Each year, in honor of her memory, we host Bingo Night to raise funds for the music program at Wellington. Bingo Night has funded many enrichment programs, and instruments for the Wellington School. Wellington families donate all the prizes for Bingo Night; no child goes home without a prize. The night is full of Bingo, pizza, prizes, and lots of fun! While funds are raised for the music program at Wellington, the goal is also to offer an affordable and fun evening for families. Coordinator works with PTO and the Gavin Family to set date and handle funds. Coordinator organizes (food, prizes, bingo, etc.), publicizes, and runs the event. Work with the Music Teacher, Gavin Family, Treasurer in utilizing the \$\$ in the Moira Gavin Account.
Movie and Pizza Night	Fundraising	Fall and Winter	Select a movies appropriate for a Wellington Family Night. Understand budget, financial procedures, food permit requirements and fundraising targets. Plan the event and review any new/changed plans (eg theme, location, dates, duration) with ExComm. Hire vendors (if needed), set prices, recruit volunteers, organize, publicize and run event. Work with office and student care regarding building use, before, during and after the event if needed.

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Multicultural Community Events Coordinator	Programs	Several Events, Medium	Work to celebrate diversity in our community, and educate the community about cultural differences. Committee plans and hosts several lively events a year; often with outside performers. Events and activities most often include delicious international potlucks. Work with the Executive Board to ensure proper handling of all funds raised. Work with office regarding building use and food permits.
National PTO Coordinator	President	Ongoing	Understand what the National PTO organization has to offer the Wellington Community. Work with the executive committee to leverage these benefits and resources.
New Wellington Liaison	President	Ongoing	Attend Town of Belmont New Wellington School/Building Committee meetings and report to PTO president periodic updates. Provide copies of pertinent materials distributed as well. Review information on Wellington School website to keep up to date.
Newsletter Coordinators (editor and designer)	Secretary	Several Letters, Medium	Define a schedule for submission and publication. Outline a framework and communicate article requests with as much lead-time as possible. Send out regularly (every other month, or quarterly) PTO newsletter celebrating recent events of Wellington community and publicizing upcoming events. Best done by 2 people. The Editor solicits information and articles for each newsletter. Additionally they compile and edit the information. The Designer lays out, publishes, works with printer services, and distributes newsletter. Newsletter must be approved by Principal and Presidents before publishing and distribution. Post to Wellington website.
Nominating Committee	President	Spring	In the spring, the executive committee puts together for the following year's executive board and critical coordinator roles. Recruits and works with the current executive committee members. The new executive committee is voted in May.
Playground Maintenance Program Coordinator	Treasurer	On going, Light	Assess needs and issues on the playground, blacktop, play area at the Wellington. Ensure that it is being maintained. Organize Wellington community to help with minor repairs, cleaning or beautification. Since there is a very limited budget for maintenance of the playground, the person in charge can work towards a fund raiser to pay for large scale projects. Notify office or Executive Board about larger repairs or property issues that require handling by the School Department Maintenance crew.

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Read-a-thon Liaison	Community Events	Fall, Light	Support the reading teachers and principal in planning and publicizing the Wellington read-a-thon. This event has been held in on a week day evening in November. Work with hospitality to assist with food/snacks, talk to Treasurer to know what budget is. Coordinate 3-4 volunteers to help with set up, serve and clean up.
Recycle Program Funding Factory Coordinator	Fundraising	On-going, Light	Work with national program to recycle empty printer cartridges, inkjet, laser cartridges and used cell phones to raise funds for the school. Publicize program, collect items donated from Donation Station collection box, and submit according to program procedures in return for points for cash or equipment for the school. Work with PTO Treasurer to ensure proper handling of all funds raised. Work with office regarding building use. Understand financial procedures, submission dates and fundraising targets.
Room Parent Program Coordinator	Secretary	Fall, Light	Work with teachers in getting 2 Room Parents for each classroom. Compile contact information. Along with the Principal, host a tea in the fall for all Room Parents, where responsibilities are outlined by the Principal and information is distributed. The Coordinator is available as a resource to the Room Parents, the teachers and the PTO throughout the year, and is especially helpful as a liaison for recruitment of volunteers for the Spring Fair and the Staff Appreciation luncheon. Work with the PTO and Student Care executive board to help keep the Wellington community informed on upcoming meetings and events. Additionally, the Coordinator is given the confidential master list of all students in the school, and their contact information. The Coordinator should get an updated list from the School secretary approximately once a month. In case of a need to evacuate the building, the Principal would contact the Coordinator, who in turn would contact all the Room Parents with updated information. Collect all the volunteer forms that are requested in the Welcome packets in the Fall, record and communicate with Event/Program Coordinators the interested parties.
School and Student Handbook Liaison	HOLD 0809		Support the principal in updating the Wellington School Handbook and the Wellington Student Handbook. These are typically printed and distributed in the Fall with the Welcome Packets. Include the Wellington Web version.
School Committee Observer	President	On-going, Light	Attend Town of Belmont School Committee meetings and report to PTO president any information especially relevant to the Wellington School. Provide copies of pertinent materials distributed as well. Pool of observers represent all elementary schools, so attendance at all school committee

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			meetings is shared.
School Directory Coordinator	Secretary	Fall, Heavy	Publish annual listing of all Wellington students and their contact information. Responsible for gathering all necessary information directly from the parents through forms that are sent home; school office records can NOT be used. Publish and distribute directory to all students and staff, including After Care staff. Raise money through business card advertisements.
School Pictures Event Coordinator	Secretary	Fall Event, Light	Responsible for working with the principal, teachers and designated photographer for School Pictures, generally run in the Fall. Help coordinate the students for a smooth running day. Distribute flyers to families prior to photo day. Organize parent volunteers to assist throughout the day. Repeat these duties on photo retake day. Manage Budget and periodically research other companies to make sure we are getting a good deal.
School Store	Secretary	On-going	Working with the principal, determine frequency, supplies, location and who best to staff. Work with the treasurer to assure accurate accounting/inventory practices in place. 0809 this is go be established.
SEAC/SPED Observer (Special Education Advisory Committee)	President	On-going, Light	Regularly attend the monthly meeting of the Belmont SEAC. Act as liaison, representing Wellington to the BSEAC and informing the PTO of BSEAC issues, programs and events.
Shaw's Cards and Receipt Program Coordinator	Fundraising	On-going, Light	Store cards are purchased from SHAW'S in bulk at a 5% discount and sold at face value. Collection of SHAW's receipts for 1% of sale. Responsible for all aspects of the SHAW'S programs: maintaining account, ordering cards, submitting receipts, publicizing program, taking orders, distributing cards. Work with PTO Treasurer and Fundraising chairs to ensure proper handling of all funds raised.
Ski Discount Program Coordinator	Community Events	Winter	Work with local ski areas in obtaining a discount for Wellington families, eg Nashoba. Publicize the program and any events if necessary. Work with the Executive Board to ensure proper handling of all funds raised.

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Sports – Day Program Coordinator	Assistant Treasurer	On-going, Medium (program ends May)	<ul style="list-style-type: none"> · Prepare letters and permission slips for programs. Copy and distribute. · Retrieve permission slips from office to prepare rosters · Share rosters with Mr. S., office staff, before care, after care, teachers, especially the 1st grade teachers · Keep rosters current for monitor attendance purposes · Get monitors, give brief training and instruction · Submit rosters with money to Assistant Treasurer for deposit · Check in with Mr. S. occasionally for updates on the program
Sports – Evening Program Coordinator	Assistant Treasurer	On-going, Medium (program ends March)	<ul style="list-style-type: none"> · Prepare letters and permission slips for programs. Copy and distribute. · Place free advertisement in the Belmont Citizen Herald and Belmont Cable · Contact other school PTO presidents via our presidents to get the word out · Coordinator mailing using current list of kids enrolled to get permission slips out to various schools · Retrieve permission slips and prepare rosters · Share rosters with Mr. S. · Keep rosters current for monitor attendance purposes · Get monitors and give brief training and instruction · Submit rosters with money to Assistant Treasurer for deposit · Check in with Mr. S. occasionally throughout the program for updates, etc
Spring Survey Program Coordinator	Hold 0809		Develop a survey and deliver to the Wellington community. Work Confidentially with the Executive Committee. Analyze and follow up on results. Report back to community. Manage feedback.
Staff Appreciation Lunch Event Coordinator	Community Events	Spring Event, Medium	Coordinate with the principal a late spring teacher appreciation lunch for the faculty and staff of Wellington as well as the Student Care staff. This is an early release day on the school calendar. Work with room parents and their classrooms to ask for food contributions (e.g. lunch dishes -- salads and desserts) and paper goods. Coordinate volunteers to help with set up, serve and clean up. Room parents can also be organized to get children to put something together for the teachers. This event is put together by the Hospitality team. See Hospitality description.

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Student Care Board Rep. Observer	President	On-going, Medium	Represent Executive Board at monthly Student Care Board meetings; serve as active member of Student Care Board. Provide regular reports to Executive Board regarding functioning of Student Care programs; report to General PTO as needed.
Talent Show Event Coordinator	Community Events	Winter	A winter talent show of Wellington students, flier planned to go out in late fall with guidelines. A preview before the show is planned. Focus is that we reach the Wellington community. Understand budget, financial procedures, food permit requirements and fundraising targets if any are set. Plan the event and review any new/changed plans (eg theme, location, dates, duration) with ExComm. Hire vendors (if needed), set prices, recruit volunteers, organize, publicize and run event. Work with office and student care regarding building use, before, during and after the event if needed.
Target Take Charge of Education Program Coordinator	Fundraising	On-going, Light	Promote, advertise and track Target's Take Charge of Education program - target.com/tcoe/. Checks are issued twice a year -- Sept. & March. The program gives 1% of all spending on the Target REDcard to the school when Wellington is designated.
Walk to School Events Coordinator	Community Events	Fall/Spring Event, Light	Responsible for promoting the Wellington School community's walk to school efforts. Ideally, there would be at least two Walk to School Days annually. A fall Walk to School Day in conjunction with International Walk to School Day (first Wed. of October) and on the first day of Spring (March). Work to promote and facilitate more families walking their children to and from school.
Web Content Coordinator	Secretary	On-going, Light	In the Fall, work with the principal, PTO presidents and the Belmont Public Schools webmaster to update any PTO and school information on the Wellington School website that has changed for the new school year. Support the principal in keeping the calendar, newsletters and minutes/agendas updated on the web continuously through the year. Periodically review the website to keep information updated during the year if it changes. Try to increase the web content where appropriate. Work with the PTO and principal to post downloadable and printable forms. Publicize the Wellington Website to our community and try to build a greater community that utilizes it!
Welcome Coffees and Open House Liaison	President		Support the principal and PTO in organizing an informative evening for all Wellington families. Help set up tables for PTO and other committees.

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Welcome Packets	President	1 st week school, Medium	Assist office staff in production and assembly of information packets that include information about the Wellington School, the Wellington PTO and the wider Belmont community. These packets are distributed to all students during first week of school.
Wellington Welcome Wagon Coordinator (Scavenger Hunt)	Community Events		Works with the principal in identifying new families. Organizes school and town information package for these new families. This is heavy in the fall however continues throughout the year. Include new incoming kindergarteners, new METCO families. Organize a Scavenger Hunt before school starts.
Winter Carnival aka Spring Fair Event Coordinator	Fundraising	Winter/Spring Event, Heavy	The co-chairs of the Winter Carnival manage one of the larger Wellington PTO fund raisers each year. The job responsibilities include overseeing a small committee group (10 people). There are very few meetings (two), but a committed effort, weekly, to manage the committee via email. In addition, the co-chairs solicit local businesses for sponsorships, rally volunteer help for the event and oversee every aspect: games, rides, crafts, book sale, bake sale, and raffle. Work with PTO Treasurer and Fundraising chairs to ensure proper handling of all funds raised. Work with office regarding building use.