

## **EHS PTO Committee Chair Descriptions**

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### **Academic Award Chair**

- Description: Host a reception for Academic Award recipients and their families; for 2015-16, this is expected to be a breakfast with about 150 guests
- Time Frame: May event, date is set by Administration
- Responsibilities: Participate in the monthly EHS PTO meetings when applicable. Meet with the Dean of Students to coordinate details of event. Secure food donations or purchase food through a caterer or local business. Arrange set up with custodians and if needed, secure a musical group from the school to perform. Orchestrate student art display in lobby with EHS art teachers and decorate the stage. Coordinate volunteers for serving, ushering and hosting. Assist administration in handing out awards if necessary. Clean up hospitality area. Set and manage the budget with the EHS PTO President and Treasurer. Keep a notebook with document masters and electronic files which will be passed on to the subsequent Chair.

### **Directory Chair**

- Description: Produce the EHS Student Directory
- Time Frame: September/October, target directory distribution mid-October
- Responsibilities: Participate in the monthly EHS PTO meetings when applicable. Coordinate with Principal's staff to: verify accurate staff contact information, determine student data file transfer and teacher distribution file transfer. Collect and edit: student/parent contact information provided by the district and EHS PTO Membership, if applicable. Format directory and prepare for print. Coordinate with the Membership Chair to determine how many directories should be ordered. Coordinate directory print with the vendor. Process directories for distribution: label, organize and distribute to students in their homeroom classes, per EHS administration. Set and manage the budget with the EHS PTO President and Treasurer. Keep a notebook with document masters and electronic files which will be passed on to the subsequent Chair.

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### **Get Connected Day (GCD) Chair**

- Description: Plan Get Connected Day with the Assistant Principal
- Time Frame: GCD – August, preparation Spring/Summer
- Responsibilities: Participate in the monthly EHS PTO meetings when applicable. Get Connected Day is an all school event held approximately two weeks before school starts. Goals for the event are as follows: register EHS PTO members, students get picture ID's, pick up schedules, and drop off forms. Students will have an opportunity to update school accounts. pick up parking permits and purchase an athletic pass. Parents can also join the Edina Athletic Boosters and the Edina Ed Fund.

Meet with EHS Assistant Principal in charge of CGD, EHS PTO President, school nurse, food service directory, media specialist, counseling staff, school picture representative, clerical staff, custodial staff, assistant principal responsible for the athletics/activities/parking permits/senior release forms and the District scheduler. Manage the floor plan, set up and clean up. Purchase and distribute water and snacks to the volunteers. Manage the day's events and assist where needed. Set and manage the budget with the EHS PTO President and Treasurer. Keep a notebook with document masters and electronic files which will be passed on to the subsequent Chair.

### **Go Green Chair**

- Description: Coordinate environmental and energy-reducing efforts for the school
- Time Frame: All year
- Responsibilities: Participate in the monthly EHS PTO meetings. Form a school Go Green committee to introduce, improve, and increase environmentally sound practices in all aspects of school life (all physical spaces of the school building indoor and out, classroom activities and parties, staff functions, school events, and educational opportunities). Help educate staff, students and families on district environmental and Go Green policies. Act as school representative on the district's Go Green Committee and attends district Go Green meetings. Set and manage the budget with the EHS PTO President and Treasurer. Keep a notebook with document masters and electronic files which will be passed on to the subsequent Chair.

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### **Marketing and Communications Chair**

- Description: Responsible for all marketing and communications related to the EHS PTO.
- Time Frame: All year
- Responsibilities: Participate in the monthly EHS PTO meetings. Participate in EHS PTO sponsored activities. Manage and maintain the EHS PTO website. Coordinate the EHS PTO calendar events on the PTO website and with EHS and the district. Notify key community organizations of the EHS PTO events as applicable, including the Edina School District (for the annual calendar). Send announcements of EHS PTO events to school newsletter editor as applicable. Create Forum Flyers. Serve as chief overseer and strategist for the website, ensure that the site is customer-focused, easy to navigate and user friendly. Make recommendations for both content and design updates and changes. Ensure the website has consistent marketing messages with other media. Create and print marketing materials, especially for GCD. Send email notices to PTO members when applicable. Seek opportunities to market and promote EHS PTO – i.e., Homecoming parade participation, Middle School PTOs, etc. Set and manage the budget with the EHS PTO President and Treasurer. Keep a notebook with document masters and electronic files which will be passed on to the subsequent Chair.

### **Membership Chair**

- Description: Manage and track EHS PTO membership.
- Time Frame: Spring – Oct/Nov
- Responsibilities: Participate in the monthly EHS PTO meetings when applicable. Participate in EHS PTO sponsored activities. Modify membership registration form (electronic and hard copy) as necessary. Attend and coordinate the EHS PTO Membership table at Get Connected Day. Attend the Open House, Sophomore, Junior and Senior parent meetings to promote membership for the EHS PTO. Manage and track EHS PTO membership and payment. Assist the Directory Chair in the distribution of the directory. Reconcile membership funds with the Treasurer. Set and manage the budget with the EHS PTO President and Treasurer. Keep a notebook with document masters and electronic files which will be passed on to the subsequent Chair.

### **Mini Grant Coordinator**

- Description: Manage and track EHS PTO staff mini grants.
- Time Frame: Sporadically Aug-May
- Responsibilities: Participate in the monthly EHS PTO meetings when applicable. Participate in EHS PTO sponsored activities. Modify Mini Grant Request form as necessary. Collect Mini Grant requests, inquire for further details if necessary, present to EHS PTO, coordinate approval/denial with staff.

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### **Parent Forum Chair**

- Description: Coordinate and host Parent Forums at Edina High School
- Time Frame: TBD as necessary
- Responsibilities: Participate in the monthly EHS PTO meetings when applicable. Determine topics with EHS PTO, Principal and parent feedback. Select dates, reserve rooms, be liaison with speakers. Verify and copy handout materials and other EHS PTO materials. Work with Communications and Marketing Chair to advertise each event. Set and manage the budget with the EHS PTO President and Treasurer. Keep a notebook with document masters and electronic files which will be passed on to the subsequent Chair.

### **Parent Survival Handbook Chair**

- Description: Update the EHS Parent Survival Handbook.
- Time Frame: Spring/Early Fall
- Responsibilities: Participate in the monthly EHS PTO meetings when applicable. Collaborate with the EHS PTO and EHS administrators to implement changes and modify content as necessary. Communicate with the Principal's staff and appropriate departments to verify contact information and content is correct. Make modifications to the Word document. Send to Principal's administrator and EHS PTO President and President-elect for final review, integrate edits into the Word document and send the file to print. Coordinate print and order pick up to be ready by Get Connected Day. Set and manage the budget with the EHS PTO President and Treasurer. Keep a notebook with document masters and electronic files which will be passed on to the subsequent Chair.

### **Scholarship Breakfast Chair**

- Description: Plan and host the Scholarship Breakfast; about 300 guests
- Time Frame: May, morning event, date set by Administration, location: St. Pat's
- Responsibilities: Participate in monthly EHS PTO meetings when applicable. Coordinate with school administrators to plan and the event. Secure donations or purchase food through a caterer or local business. Organize volunteers to set-up, serve and clean up breakfast for approximately 300 people. Set and manage the budget with the EHS PTO President and Treasurer. Keep a notebook with document masters and electronic files which will be passed on to the subsequent Chair.

## EHS PTO Committee Chair Descriptions

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### Staff Hospitality Chair

- Description: Serve meals and snacks to the EHS staff.
- Time Frame: Teacher Conferences evenings (Fall, Winter, Spring), Holiday cookies (December), Lunch or Treats (end-of-year)
- Responsibilities: Participate in monthly EHS PTO meetings when applicable. Organize and run staff hospitality events during the school year. Secure donations or purchase food through a caterer or local business. Coordinate delivery or pick up of meals/snacks, set up, schedule volunteers as necessary and clean up of hospitality area. Set and manage the budget with the EHS PTO President and Treasurer. Keep a notebook with document masters and electronic files which will be passed on to the subsequent Chair.