# CHIDDIX PTO BOARD POSITIONS

**President** – Presides at all PTO and Executive Board meetings and serves as the speaker representative of the Chiddix PTO at all applicable functions.

**Vice-President** – Acts as an aide to the President; serves as the chairperson of the Nominating committee and performs the duties of the President in the absence or inability of that officer to serve.

**Treasurer** – Keeps an accurate record of receipts and expenditures; and pays out funds in accordance with the approval of the Executive Board.

**Secretary** – Records, maintains and distributes the minutes of all meetings of the PTO and Executive Board; conducts all correspondence of the association as directed and administers the PTO Courtesy Policy.

**Volunteer Coordinator** – Collates a list of volunteers for requests from PTO and administration for needed volunteers and acts as liaison between requestor and volunteers. Activities include picture day, vision & hearing screening day, field day other school activities a volunteer is needed.

**Hospitality** - Plans and coordinates events for Chiddix teachers and staff throughout the school year utilizing volunteers to provide food and other items needed during the school year.

**Teacher Appreciation Week** — Plans and coordinates events for Chiddix teachers and staff during Teacher Appreciation Week in May.

**Spirit Wear Fall Order** - Organizes and oversees spirit wear orders during the school year as well as ordering 8th grade t-shirts.

**Box Tops** - Organizes and submits mailings of Box Tops twice a year. Contests can be established between teams to generate additional Box Tops. These are very effective during the holiday season.