

2020-2021 Hillside PTO Board Positions

We are seeking two motivated individuals to join the Hillside PTO board next school year. Please reach out to Kathleen Thomas (president@hillsidepto.org) or Kate Miller (vicepresident@hillsidepto.org) if you are interested and/or for more information.

Vice President of Cultural Arts

- Attend monthly PTO meetings and give updates about CA events.
- Meet with Mrs. Staves about new assemblies, scheduling questions/needs, teacher requests for programs.
- Work with other CA chairs (grade level assemblies and theme week chair) to provide full CA calendar to Mrs. Staves, office, and team facilitators with programs, dates, grades involved, performance location, and set-up details for all assemblies. Updated as needed throughout the year.
- Plans 1-2 full-school assemblies per year (can tie-in with DELTA shows depending on schedule and budget) Entails obtaining available dates with performer and school, contract, requesting and delivering checks, meeting artist day-of program to assist with set-up, provide lunch if needed/contracted, etc.
- Responsible for keeping track of yearly CA budget for all events, making sure assemblies are evenly distributed across grades and spending is appropriate for type of event. Comes to full PTO for requests if large budget changes are needed.
- Responsible for working with endowment fund treasurer, PTO president and treasurer to meet and monitor status and amount of Cultural Arts Endowment Fund.
- Send Word doc to PTO website coordinator in late August with all cultural arts events and information to be posted on PTO website.
- Post CA events in Highlights 2-3 weeks before each event.
- Take photos of assemblies and send to yearbook and Facebook coordinator.
- **Be primary contact person** for office staff regarding all cultural arts events (questions, problems that arise, etc.)

Estimated time commitment for this position is 3 hours per month. Time will vary depending on the scheduled events.

Vice President of Social Programming

- Attend PTO meetings regularly, and report any activities related to social programming.
- Plan school social programming for the calendar year such as: open house, water ice social, walk to school day, winter social, etc. Entails obtaining available dates with vendors and school, contract, requesting and delivering checks, etc.
- Collaborate with all social committee chairs and teams with planning social programming throughout the school year.
- Help run a PTO table at the Open House – the Volunteer opportunities at Hillside, any upcoming events, sell PTO supplies such as notepads.

- Communicate with social committee chairs prior to each PTO meeting for updates.
- Take photos of assemblies and send to yearbook coordinator.
- Send Word doc to PTO website coordinator in late August with all cultural arts events and information to be posted on PTO website.
- Send posts to the Communications VP as necessary; ask your chairs to submit any postings directly to the communication team as well.

Estimated time commitment for this position is 3 hours per month. Time will vary depending on the scheduled events.