

WE WANT YOU!

THE HOFIUS PTO IS LOOKING FOR A FEW GOOD RECRUITS!

Make a difference and join Hofius PTO!

Executive Board Postions Include: 2nd Vice President and Volunteer Coordinator

Have a voice in the upcoming school year and get involved! Being a member of the Executive Board will allow you to work with a dedicated team who strive to make Hofius the best! To serve on the Board you must:

Be a member of Hofius PTO

Be available to attend monthly board meetings, and
Assist with development & coordination of PTO events.

Coordinator Postions Include: Hospitality Coordinator and Memory Book Coordinator

Can you lead a team or a committee? As a Coordinator you will be the Chair of your committee you appoint. This is an opportunity to get people involved who maybe just want a small job. The Chair would be the final check point and report back to the Board.

Interested?

Please print out the Interest Card and return it to the Front Office once completed. Someone from the Nominating Committee will be in touch soon.

Questions?

Please use the email address below

Join TODAY!

HofiusPTO@gmail.com



Job Descriptions

2nd Vice President.

The Second Vice President is a year long position and must attend all monthly Board Meetings. This position is the chairman of all fundraising, responsible for raising money for the PTO by way of organised events including Spirit Nights, or getting donations from members of the community. The 2nd VP will recruit and organise volunteers as a committee for each fundraising event. The person in this position will need to research fundraising opportunities, raise awareness of the organization's work, and build relationships with major donors or companies, including holding a sponsors breakfast. The 2nd VP will have the responsibility of managing information and recording the profile and fundraising activity of donors, as well as managing your own budget and ensuring that targets are met.

Excellent communication skills, both verbal and written, are a must. This person must be adept at people management, cultivating long-term relationships, and organization. The ability to design and produce promotional materials is a plus.

Volunteer Coordinator.

The Volunteer Coordinator is a year long position and must attend all monthly Board Meetings. The person in this role will need to ensure the organization has enough volunteers to fulfill its service mission through recruitment, informing volunteers of the volunteer application and background check procedures, and approval. They will need to maintain volunteer service descriptions for each volunteer assignment, survey the school staff regularly to assess the need for volunteers, and log and report all volunteer hours to the Executive Board and school administration. If the organization has a special event planned, the Volunteer Coordinator is responsible for ensuring the right number of volunteers are available to handle the extra work. They must also be able to communicate effectively with volunteers, school and district staff. The Volunteer Coordinator is also responsible for planning and coordinating a welcome breakfast at the beginning of the year.

The person in this role must have excellent interpersonal communication skills, and the ability to develop, promote, and maintain a wide range of volunteer opportunities.

**All Officers shall perform the duties prescribed in the parliamentary authority, in addition to those outlined in the By-laws and those assigned from time to time. They shall deliver to their successors all official materials at the final Executive Board Meeting. All financial information needs to be surrendered to the incoming Treasurer. This includes but is not limited to bank account numbers, checks, debit cards, Federal Identification number, copies of previous sales tax reports and previous IRS returns. If vacating before the end of position term it is to be surrendered to the current Treasurer. Term is from July to June.

Job Descriptions

Hospitality Coordinator.

The Hospitality is responsible for planning events throughout the year to support the Hofius teachers and staff. Those events can include luncheons, celebration days and Teacher Appreciation week. The coordinator must follow the budget set forth by the Executive Board. If other volunteers are available and want to assist with hospitality events, the coordinator is responsible for overseeing that committee of volunteers. This is a year-round position, with some times of the year, such as Teacher Appreciation Week, that are busier than others.

Memory Book Coordinator.

The Memory Book Coordinator is responsible for overseeing the creation of the school memory book. The coordinator can organize other volunteers to assist in the production of the book, but is ultimately responsible to insure the book is completed. Tasks will include: meeting with the company representative, organizing sale prices and times, overseeing the gathering of content for the book and coordinating delivery of the books to students once received. This is a year-round position but the book must be completed by the publishing deadline of April 1.

******All Coordinators shall perform the duties prescribed in the parliamentary authority, in addition to those outlined in the By-laws and those assigned from time to time. They shall deliver to their successors all official materials at the final Executive Board Meeting. All financial information needs to be surrendered to the incoming Treasurer. This includes but is not limited to bank account numbers, checks, debit cards, Federal Identification number, copies of previous sales tax reports and previous IRS returns. If vacating before the end of position term it is to be surrendered to the current Treasurer. Term is from July to June.

Get involved in Hofius PTO!

Dear Hawk Parents and Guardians,

The Hofius PTO nominating Committee is accepting nominations for 2019-2020 PTO Committee Chair Positions.

If you are interested in becoming a Hofius Volunteer please complete the bottom portion of this sheet and return it to the front office by Friday March 8, 2019. Please return form in a sealed envelope, labeled, "PTO Nomination."

Open P.T.O. Committee Chair Positions

Hospitality Coordinator
Memory Book Coordinator

If you have any questions, please contact HofiusPTO@gmail.com

Please return this form below by Friday March 8, 2019

Name: _____

Contact Number: _____

Email Address: _____

Child's Name: _____

Child's Current Grade: _____

Position desired: (please circle): Hospitality Coordinator
Memory Book Coordinator