

All program chairs have the option of co-chairing and creating a committee of volunteers for additional help.

Art Docent

The Art Docent Chair is responsible for:

- Coordinating the art enrichment program between volunteers and teachers, making sure each teacher has a parent volunteer (docent) to teach monthly art lessons
- Keeping art supplies stocked and organized

Cashier

The Cashier is responsible for:

- Picking up, checking, and depositing PTO money in the bank from the safe
- Following safe money handling procedures

Lost and Found

The Lost and Found Chair is responsible for:

- Organizing the Lost and Found area on a regular basis
- Returning labeled lost items to students
- Coordinating times to donate remaining items to charity

Membership

The Membership Chair is responsible for:

- Entering all membership applications into the PTO Database
- Keeping records current

Popcorn

The Popcorn Chair is responsible for:

- Creating a schedule, and coordinating and training volunteers
- Ordering supplies as needed
- Popping and packing popcorn as needed

Roaring Readers (Reading Program)

The Roaring Readers Chair is responsible for:

- Designing the overall direction of the reading program
- Creating or acquiring incentives
- Keeping accurate records
- Distributing reading logs and prizes

Social Media/Marketing

The Social Media/Marketing Chair is responsible for:

- Managing social media accounts- the Facebook page
- Posting about activities within the school and throughout the district
- Monitoring public comments and keeping conversations positive and focused on TES
- Coordinating posts regularly with the Executive Board (i.e., meetings)

Spirit Wear

The Spirit Wear Chair is responsible for:

- Designing, coordinating, and distributing spirit wear orders
- Creating order forms with our contracted company
- Keeping accurate records

Staff Appreciation

The Staff Appreciation Chair is responsible for:

- Planning and organizing volunteers for meals, treats, and recognition for teachers and staff throughout the year. Meals and treats during conferences.
- Planning and organizing Teacher Appreciation Week in May

Watch Dogs

The Watch Dogs Chair is responsible for:

- Overseeing the Watch DOGS program
- Gathering, coordinating, and training volunteers
- Creating a day's schedule for volunteers

Yearbook

The Yearbook Chair is responsible for:

- Following the timeline set with the yearbook company, Dorian
- Running a cover design contest (fall)
- Collecting photos and arranging layouts