

**Cherry Hills Village Elementary PTCO  
Executive Board Member Responsibilities  
2018-2019**

1. Attend all Executive Board and General PTCO meetings.
2. Perform your assigned tasks as per your job description.
3. Communicate on a regular basis with your assigned Committee Chairs. Prior to Executive Board meetings, request an update that you will share with the Board.
4. Understand and assist in the execution of the Executive Board Goals.
5. Be familiar with the budget and financial processes.
6. Monitor budgetary activities of assigned Committees and, when necessary, schedule time and requests for Money Matter consideration.
7. Serve as liaison between assigned Committee Chairs and the Executive Board.
8. Be sure assigned Committee Chairs regularly check their committee folders in the TA room
9. Attend PTCO sponsored events.
10. Maintain communications with the committees which you oversee. Prior to each Executive Board meeting, check with committees for updates to present at Executive Board meeting

**Cherry Hills Village Elementary PTCO**  
**Executive Board Member**  
**Co-President**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$1000 PTCO Meetings/Guest Speakers**

1. Preside at all General Membership and Executive Board meetings.
2. Ensure that all officers perform their duties as set forth in the bylaws.
3. Appoint standing committee chairs, coordinate their duties, and appoint replacements in cases of resignations.
4. Appoint organizational representatives and appoint replacements in cases of resignations.
5. Serve as an ex-officio member of all standing committees.
6. Appoint a General Member to serve as Parliamentarian to both the Executive Board and the General Membership if the Recording Secretary, as set forth in Article IV, Section 7, Subsection (D) is not otherwise qualified.
7. Take such action as may be necessary to fulfill the provisions of all motions passed at Executive Board and General Membership meetings.
8. Assist the Treasurer with the preparation of the budget for the following fiscal year.
9. Be responsible for fulfilling provisions of the bylaws.
10. Attend Accountability meetings if possible.
11. Attend Parent Council meetings, as deemed necessary. President elects will attend every month.
12. Assume other duties and responsibilities as required by the bylaws.
13. Establish Granting process or Ad Hoc Committee, if needed.
14. Determine how/how often to communicate with parents. President letter.

15. Advertise upcoming meetings/events in the Sunday blast.

16. Send pictures to website for front page.

### **On-Going**

17. Check PTCO mailbox and TA folders weekly. Email committees that have full folders.

18. Watch/organize fliers in front lobby/sign in table

19. PTCO Bulletin Board- encourage committees to use

20. Organize/lay out Lost and Found clothing one week before conferences (coordinate with front office). Look for names and return to students if possible. Pres. elects available for this task.

21. Monthly President's Letter (coordinate with Dolphin Chronicle or other blasts) Thank your volunteers

22. Provide Principal, specific people to thank, to be included in Dolphin Chronicle.

23. All events/meetings you plan at school will need work orders to be submitted for tables, rooms, chairs, microphone, projector from appropriate staff.

24. Keep sense of humor.

25. Give yourself the 24 hour rule when responding to criticism or controversy.

26. Take the high road.

### **CHVE PTCO Co-Presidents TIMELINE:**

#### **APRIL:**

- Prepare for the May Transition/Kindy Meeting
- Contact Newcomers & Parent Database to attend Kindy Meeting
- Set a date to host a lunch or brunch with your new Exec. Board after the transition meeting.

- Attend Parent's Council Training. Both incoming Pres. and incoming Treasurer required.
  - Offered in May and Sept. at SARC building. Strongly suggest May.
- Plan retirement party with the front office and set date.
- Set scheduling meeting with the Principal (1/month).
- Meet with Co-President Elects to discuss orientation plan
- Transition Meeting
- You will need to share job responsibilities with slate members on google drive. Explain where to find PTCO forms on CHVE.org and tax exempt information. No tax reimbursement will be given. Expected they use sales tax exempt for purchases.
- Send budget information and amount to each position.
- \*Explain slate organization chart and their contact person with expectations for monthly updates to be shared at exec.
- Have former committees get together and share knowledge.

Kindy Meeting:

You will be expected to attend. Molly will run the meeting. Ask Fundraising to have sign-up sheets for volunteers and PTO parent database present to sign up new families.

The purpose of this meeting is to familiarize parents with school procedures. The parents want to meet their teacher and principal.

Retirement Party:

Book date with Christine.

Send invites and communicate with parents and teachers. Coordinate with front office. Molly speaks, you will not need to say anything.

Work with hospitality for refreshments.

Turn in work order to Frank for tables/chairs and microphone (Ms.Flaugh).

Tables for hospitality, only a few chairs for those in need.

Make sure someone has a camera for their group and individual photos for keepsake and Villager, Crier. Submit article.

**MAY:**

- Schedule PTCO board and general meetings with Christine. Plan speakers or classes for all general PTCO meetings. Book CCHS, WMS Principals with Christine.
- Plan orientation details. Hours, DRA testing,(volunteers assigned first based on their commitment to orientation that day). Tours, How many TA's/PTCO can help. Presidents should be greeting and mingling. Not helping specific location.
- Determine date for Teacher/Staff Luncheon (PTCO exec. board provides this lunch the week before school starts. Exec. board brings salad/dessert/drinks. Find out the number of staff.

- Determine Back to School Night dates.

### **SUMMER/AUGUST:**

Read Bylaws, get to know them well.

Gather a team to change all students in PTO manager to new teacher assignments.

Dolphin Connections will not print brochure. Review DC parties with Fundraising Chairs before sending to online store.

Send PTCO meeting dates to website to post and email slate with save the dates.

Meet with Parent Database and Directory to plan flow at orientation

Contact Media Center to arrange for laptops and power sources. Coordinate available help/TA's.

Work order for school engineer for LaTronico, Cafeteria and Gym set up.

Provide lunch for volunteers.

Meet with newcomers to review orientation plan

"I'm a New Family sticker" helpful for everyone at orientation.

Prepare your BTSN presentation

Discuss what PTCO is/is not...

Work with Molly on timing.

Drive communication to CHVE.org, paperless

Check in with committees that work over the summer

Attend popsicle party for new parents, possibly help with tours.

Greet parents out front on the first day of school & first day of kindergarten

### **SEPTEMBER:**

Prepare for 1st exec. board meeting

Prior to meeting, email a reminder for board to ask them to contact committees for updates.

For Voting: Name the issue, offer discussion, ask for Motion to Approve, ask for Motion to Second and then vote. All in favor/all opposed. Recording secretary records votes.

At Meeting: Begin with approving May minutes Old Business, New Business and then Committee Updates

Prepare for First General PTCO meeting:

- Typically first meeting is "Coffee with the Principal"
- Work orders for Frank

- Confirm space with Christine
- Coffee, treats and nametags for first meeting
- Pass out King Soopers cards to all families that need one (\$5 is pre-loaded).
- Create agenda. Approve May minutes, Old business, New business, updates from summer.

Get date and attend first Parent's Council Meeting with Principal at SARC. They will introduce all PTCO presidents and principals.

**OCTOBER/NOVEMBER:**

- Greet Science Fair judges
- Breakfast with Parent Council
- Reach out to new families, coordinate with newcomers. We split the list and called to welcome and invite to next DC event.
- Meet with Corresponding Secretary (Slate Chair) and past Presidents (if still attending CHVE) to organize a diverse slating committee. Things to consider: neighborhoods, grades and gender of children, past positions held and ability for confidentiality.

**DECEMBER:**

Slating chair/corresponding secretary will organize first slating committee meeting. Early slating positions may include: Fundraising positions, incoming Pres. elects.

**JANUARY:**

- Finalized early slating and vote at exec. and general meetings.
- Continue slating process for entire slate. Has to be completed and voted on by March meetings.
- Let your fundraising chairs (new and old) know about the vendor fair in February.

**FEBRUARY/MARCH:**

- Attend CCSD Foundation lunch with Principal.
- Compile a list of potential volunteer of the year candidates.
- Set a budget meeting with Treasurers and Pres.elects. Include past treasurer if still at school.
- Complete and vote on next year's slate.

**APRIL/MAY:**

- Attend Volunteer of the Year Dinner.
- Give Parent's Council a list of your new incoming Presidents, Treasurers and Pres. elects. phone numbers/email addresses.
- Help facilitate Kindergarten meeting, retirement party for incoming Presidents.
- General May PTCO meeting will start with Presidents and transition to President Elects.



**Cherry Hills Village Elementary PTCO**  
**Newcomers Committee**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$500**

1. Organize events to welcome new families and students.
2. Encourage each new family to enter or update their information into PTO Manager to ensure they receive information from the school and about upcoming events.
3. Attend Kindergarten Orientation in May to welcome parents, answer questions and help them enter/update information into PTO Manager. Pass out flier about New Family Social Hour in August to promote this event.
4. Attend Orientation in August and greet everyone at the door. Provide new families with a sticker so that other CHVE volunteers know to give them extra attention. Answer questions and ensure they are signed up on PTO manager. Pass out fliers about the New Family Social Hour to promote this event.
5. Host a New Family Social in August (generally the day after orientation). An example is a Popsicle Party at the CHVE playground. Provide refreshments and break up the day between kindergarten families and new families. Have a quick tour of the building for new families after their social hour.
6. Host Coffee and Kleenex for the first day of school. Provide coffee and treats and welcome new families to their first day at CHVE and welcome everyone else back to school.
7. Host Coffee and Kleenex for the first day of kindergarten. Provide coffee and treats and welcome new families.
8. Work with buddy program and assign mentor families to call and welcome new families and answer any questions the new families may have. Try to assign a family with the same gender and class teacher as one of the new family members.
9. Make sure new families are called throughout the school year by their buddy family.



**Cherry Hills Village Elementary PTCO**  
**School Tours**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$0**

- 1) **Coordinate school tour schedule with front office personnel**
  - a) Within the first few weeks of school start to learn projected tour dates & assign a volunteer to each one
  - b) Throughout the year as tour dates are added/changed.
  
- 2) **Plan and execute a comprehensive and informative tour for potential incoming families**
  - a) Tour should include facts about CHVE and Cherry Creek Schools
  - b) Tour should promote CHVE in an appropriate and accurate manner; do not give generalizations without back up (ie "our school is great")
  - c) Use the school tour summary provided
  
- 3) **Ensure tour information is current and any school changes are included**
  - a) Keep apprised on current issues such as budget cuts, busing, etc.
  - b) Meet with principal a few times a year to get updates on what is planned for the coming year
  - c) Revise and update tour summary as needed
  
- 4) **Serve as a resource for questions for new families to CHVE**
  - a) Encourage questions during the tour
  - b) Keep track of questions that you cannot answer so you can get an answer or contact for the family from the front desk at end of tour
  
- 5) **Be timely, welcoming & ensure school security**
  - a) Arrive 15 min. prior to the tour
  - b) Greet families as they arrive
  - c) Ask each family to use security protocol (sign in, wear badge)
  
  - d) In addition, ask families to show ID

**Cherry Hills Village Elementary PTCO**  
**Executive Board Member**  
**Co-President Elect**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$750.00 (Orientation expenses)**

1. Assume the Presidency the following school year.
2. Attend monthly Parent Council meetings.
3. Perform the duties of the President in the absence of the President.
4. Organize Orientation in August. Determine layout, number of tables needed and the number of volunteers needed. Talk to Standing Committee chairs to determine who needs tables or just flyers for the volunteer table.
5. Collect all the flyer information for the website in May from all the clubs and committees at CHVE.
6. Beginning in April or May, coordinate and plan which school supply company, such as EduKit, will be used to order school supplies for the following school year. Notify parents and teachers of the ordering process and how supplies will be delivered prior to school starting in August.
7. In December, begin slating process for next year's Executive Board members and Standing Committee Chairs.
8. Prepare online notebooks and information for Executive Board Members and Standing Committee Chairs for transition meeting (May).
9. Encourage parents to attend General PTCO meetings.
10. Assume other duties and responsibilities as required by the bylaws.
11. Attend all the PTCO general meetings and Executive Board meetings.
12. Maintain communications with the committees which you oversee – Hospitality, Library, Music, Teacher Support, Curriculum Enrichment, Red Ribbon Week, and Hearing and Vision. Prior to each Executive Board meeting, check with committees for updates to present at Executive Board meeting.



**Cherry Hills Village Elementary PTCO**  
**Hospitality Position Summary**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$4,200.00**

- 1) Organize various activities to bring together entire school community. Activities include the following:
  - a) Provide a breakfast for volunteers during the science fair in October.
  - b) Provide a dinner for CHVE staff during the fall and spring conferences.
  - c) Provide a spring lunch for CHVE staff in April.
  - d) Organize a week of activities/lunch/breakfast/gifts for teacher appreciation week in May.
  
- 2) At Orientation provide staff and information at a table between 8:30-2:30 to acquire:
  - a) Volunteers to provide food items for the science fair breakfast.
  - b) Volunteers to provide food and decorations for conference dinners.
  - c) Volunteers to provide food and decorations spring luncheon.
  - d) Setup signup genius to organize and remind volunteers.
  
- 3) Coordinate teacher appreciation week in May. Some *suggestions* are:
  - a) Have posters made to hang on teachers' doors with notes from students.
  - b) Have a poster in hallways with student signatures acknowledging all CHVE staff.
  - c) Provide an afternoon treat (Jamba Juice).
  - d) Provide breakfast on Tuesday.
  - e) Provide lunch on Wednesday.
  - f) Provide a gift bag for each staff member on Friday.
  - g) Each day give away (donated) prizes through a drawing.
  
- 4) Use volunteers to provide meals/food items as well as paper products (plates plastic ware, napkins, cups) so that hospitality budget can go towards prizes and treats.

**Cherry Hills Village Elementary PTCO**  
**Library Co-Chairs**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$0**

1. Prior to orientation, meet with librarian for scheduling and key dates.
2. Recruit 50-60 volunteers at Orientation.
3. Train and schedule volunteers for the library.
4. Create and distribute a master library calendar and volunteer contact list.
5. Help plan and staff fall and spring book fairs (setup, teardown, sales), coordinate with room parents to request more classroom parents as needed.
6. Schedule volunteers for library inventory (May) each school year.
7. Place information and ads in the Dolphin Chronicle and CHVE.org as needed.
8. Coordinate with CHVE Librarian as needed for the following responsibilities.

## Committee Timeline

### May:

- Meet with prior committee and prepare volunteer form for orientation and make and submit a flyer to CHVE.org

### August:

- Meet with librarian for schedule and key dates.
- Staff a table for orientation to recruit volunteers.
- Create and distribute the volunteer contact list
- Create and distribute master calendar.
- Place ad on CHVE.org for volunteer list.
- Send weekly and monthly library schedule reminders to volunteers via email. (signupgenius.com does this automatically)

### October:

- Schedule volunteers for Fall Book Fair (setup/teardown/sales).
- Place ads in Dolphin Chronicle and chve.org for bookfair volunteers/dates/info.

### November:

- Send book fair schedule reminders and work book fair.

### February:

- Schedule volunteers for Spring Book Fair (setup/teardown/sales).
- Place ads in Dolphin Chronicle and chve.org for bookfair volunteers/dates/info.

### March:

- Send book fair schedule reminders and work book fair.

### May:

- Schedule volunteers for library inventory.

**Cherry Hills Village Elementary PTCO  
Music Position  
Major Responsibilities  
2018-2019**

**Budget: \$500 (funds for Music coordinator)**

1. Work with Music teacher.
2. Assist teacher with choir performances and grade-level shows.
3. Secure volunteers to help with performances, shows, and decorating.

**Cherry Hills Village Elementary PTCO  
Red Ribbon Week Co-Chairs  
Major Responsibilities  
2018-2019  
Budget: \$1,500.00**

1. Plan daily activities for Red Ribbon Week.
2. Coordinate schedule of events and timing with school principal and the front office.
3. Recruit volunteers for different tasks.
4. Communicate with school community about activities.



**Cherry Hills Village Elementary PTCO**  
**Hearing and Vision**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$0**

1. Coordinate vision and hearing screenings for school.
2. Meet with the school nurses at the end of the year to set screening dates for the upcoming school year.
3. Prepare flyer for CHVE.org and submit dates of screenings to add to master calendar.
4. Recruit volunteers for screenings (approx. 3 for hearing/10 for vision)
5. On day of screenings, coordinate snacks for volunteers and organize class schedules to fit within testing times.

Note: All grades are tested except 4<sup>th</sup>, however 4<sup>th</sup> grade students who are new or have special needs will also be tested.

**Cherry Hills Village Elementary PTCO**  
**STEM Fair Committee**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$5000.00**

1. Coordinate parent volunteers for the STEM Fair.
2. Plan and organize the Science Fair.
3. For Orientation, prepare Volunteer Sign-up Form for Science classroom volunteers (confirm schedule with Judy Bogart), and Science Fair Volunteer form (easier when parents turn in at the beginning of the school year)
4. Create Classroom Volunteer contact list in Excel spreadsheet and sort by grade, teacher, child
5. Organize schedule for the year, assigning parent volunteers to shifts including their child's class, balancing assignments to spread them as evenly as possible.
6. Send Classroom Volunteer Schedule and Volunteer/Substitute List by email to all volunteers.
7. Coordinate with Judy McQuaid and CHVE Community Liaisons for Science Fair, which is held in mid-November

**Cherry Hills Village Elementary PTCO**  
**Reach Out Junior Position Summary**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$ 250**

1. Organize school club dedicated to charitable activities for K-3rd.
2. Provide a flyer and information for CHVE.org and submit any information about Reach Out Jr. that needs to be in the weekly blast or on the website.

**Cherry Hills Village Elementary PTCO**  
**Reach Out Senior**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$250**

1. Encourage volunteerism because it promotes healthy lifestyle choices, enhances development, teaches life skills, improves the community, and encourages a lifelong service ethic.
2. Provide meaningful, hands-on, age appropriate (4th-5<sup>th</sup> grade), community service projects for CHVE students and their families.
3. Plan one major service project per quarter. No monthly meetings, but special planning sessions may be called before each project.
4. Coordinate, confirm and communicate details of event to students, staff, parents, etc. and confirm with project venue.
5. Provide a flyer and information for CHVE.org

**Cherry Hills Village Elementary PTCO  
Executive Board Member  
Fundraising Position Summary  
Major Responsibilities  
2018-19**

**Budget: \$0 (expenses come out of revenue)**

1. Be responsible for the execution of all PTCO fundraising activities and events.
2. Oversee Family Giving co-chairs who will plan and implement the Family Giving Campaign. Assist as needed.
3. Attend all Executive Board and PTCO meetings.
4. Oversee and assist to the extent possible the following PTCO fundraising committees: All Dolphin Connections Events, Dolphin Duds, Run4Fuds, Auction, Edukit, Directory Sponsorship, Photo Fundraiser.
5. Maintain communications with the committees that you oversee – All Dolphin Connections Events, Dolphin Duds, Fall Fundraiser/Run for Funds, Edukit, Directory Sponsorship, and Photo Fundraiser. Check with committees for updates to present at Executive Board meeting.
6. Provide updates at board meetings and PTCO meetings as necessary and have summaries posted on the website.
7. Assume other duties and responsibilities as required by the bylaws.

**DC Events: Major Responsibilities**

The goal of Dolphin Connections is to create fun activities that will bring our children and their families together outside of the classroom, while raising money to support our school. All proceeds from Dolphin Connections go directly to the PTCO, where monies will be distributed to many areas in need. Dolphin Connections is vital to the success and advancement of our children's learning.

**Spring/Summer**

1. Determine which DC events will be offered throughout the year, with guidance from Co-Presidents.

2. Select the dates for each event by working with the school calendar.
3. Secure a chairperson or parent for each event.
4. Help the chairpersons of each event find additional parent sponsors for all events.
5. Help determine the budget for the event, with guidance from Co-Presidents.
6. Help secure the location for each event.
7. Assemble documents to promote and advertise events on chve.org.
  - a. Documents should include the date, hosts, sponsors, and an explanation of the event.
  - b. Work with CCSD Printing services to format and print the flyer.
8. Compile and distribute information needed for planning events to all Event Chairs (e.g. Event Chair Info Packet, insurance information, communication/marketing policy, reimbursement forms, etc.)

## **School Year**

9. Represent Dolphin Connections at CHVE Orientation (e.g. sit at DC table, distribute event flyers, solicit sponsorships and volunteers).
10. Offer guidance and act as a sounding board for Event Chairs.
11. Check in with Event Chairs during event planning on status, budget, answer questions, assist where needed.
12. Promote each event prior to the date to solicit additional attendance through CHVE.ORG, Weekly Blast and PTOOffice emails. No flyers in backpacks allowed.
13. Request attendance information from the back-end reporter, such as PaySimple/School Store prior to the event.
14. Provide status/budget updates at Executive Board meetings.
15. Thank volunteers and sponsors through CHVE.org.
16. Submit photos of event to CHVE.org post party.

Email thank you notes to hosts and sponsoring families after the events.

**Cherry Hills Village Elementary PTCO  
Family Giving Co-Chairs Position  
2018-2019**

**Budget: \$0 (expenses come out of revenue)**

The purpose of the Family Giving Campaign is to encourage every family at the school to donate any amount of money to CHVE during the year that the Auction does not take place.

Plan and implement the Family Giving Campaign.

**Cherry Hills Village Elementary PTCO  
Dolphin Duds Position Summary  
Major Responsibilities  
2018-2019**

**Budget: \$0 (expenses come out of sales revenue)**

1. Purchase and sell CHVE logo clothing.
2. Submit logos, pricing and sizing to CHVE.org online store by August 1.
3. Communicate to the school regarding sale information and provide deadlines for purchases.
4. Promote CHVE spirit days on CHVE.org.
5. Provide Spirit Day information to be included on the CHVE calendar.
6. Coordinate delivery of orders.



**Cherry Hills Village Elementary PTCO**  
**Fall Fundraiser Position Summary**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$500**

1. Organize a Fundraiser in the fall.
2. Plan and coordinate a committee and volunteers for the fundraiser.
3. Publicize fundraiser at Orientation. Have a sign-up sheet available if needed at Orientation.
4. Organize kick-off date with front office. Clear time and date with principal/front office for all events.
5. Send home packets with students.
6. Advertise in the Dolphin Chronicle and CHVE.org.
7. Prepare Room Request forms for tallying and distribution days.
8. Reconcile forms, class list sheets and money received. Be available during the accounting process that occurs following the fundraiser. Update the Assistant Treasurer on accounting and when deposits need to be made.
9. Distribute prizes to children.

**Cherry Hills Village Elementary PTCO  
Photo Fundraiser  
Major Responsibilities  
2018-2019  
Budget: \$0**

1. Secure and coordinate with photographer.
2. Organizing the photoshoot day through the front office.
3. Print and organize photos by class.
4. Recruit volunteers to help with sales during spring conferences.

**Cherry Hills Village Elementary PTCO**  
**Edukit and SchoolMates Planners**  
**Major Responsibilities**  
**2018-2019**

**Budget: \$1300 (funds for Planners for 3-5th)**

1. Work with our rep at Edukit and our rep at School Mates or feel free to vet a new company and propose changes to the Exec board/front office.
2. Order student planners and ruler/markers for grades 3<sup>rd</sup> through 5<sup>th</sup> – check with front office about how many to order, choose a cover style from the company and keep within budget.
3. Coordinate with the front office to get updated school supply lists from each grade level and submit to Edukit. Share updated school lists and pricing from Edukit with the school via the Communications committee and post signs in front of school advertising the sale.
4. Store student planners at your house and then separate out by teacher (get the class numbers from front office) and disseminate to classes – check with front office about when they would like this to happen.

**Cherry Hills Village Elementary PTCO  
Executive Board Member  
Communications Position Summary  
Major Responsibilities  
2018-2019  
Budget: \$0**

1. Serve as a liaison between the school community and our greater community outside of CHVE.
2. Manage and maintain the PTCO's website, CHVE.org.
3. Manage and maintain School Store on chve.org. Liaise with PaySimple software rep as needed.
4. Manage the email account of the Communications position, [chvewebmaster@gmail.com](mailto:chvewebmaster@gmail.com).
5. Promote and follow CHVE PTCO's Communication Policies as they relate to school-wide emails, CHVE.org and the Sunday Blast. To the extent necessary, also advise the school community to follow the Communication Policies.
6. Attend all executive board and PTCO meetings.
7. Proactively seek out school calendar and event information to include on chve.org.
8. Publicize activities by maintaining contact with local writers, columnists and photographers at The Villager, Rocky Mountain News and the Denver Post.
9. Maintain communications with the committees which you oversee – PTCO Weekly Blast, Parent Database/PTOffice, and CHVE Directory. Prior to each Executive Board meeting, check with committees for updates to present at Executive Board meeting.

**Cherry Hills Village Elementary PTCO**  
**PTOffice/Parent Database Position**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$0**

1. Manage the PTCO's database software, PTOffice.
2. Coordinate the updating of all existing families' entries and addition of new families' entries at Kindergarten Orientation in May, over the summer, at Orientation in August, and throughout the year.
3. Provide a letter to each new family to contact the person in charge of Parent Database to get them set up on PTOffice.
4. Train Room Parents on how to use PTOffice to send classroom emails.
5. Assist co-presidents and others in the sending of system-wide emails.
6. Maintain overall integrity of the system.

**Cherry Hills Village Elementary PTCO**  
**CHVE School Directory/Directory Sponsorship Position**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$0**

1. Over, the summer, sell sponsorship spaces in the CHVE student directory.
2. Determine rate card and use color ads only.
3. Call existing sponsors to secure their space.
4. Coordinate with PTOffice and CHVE Directory for a deadline to print directory
5. Obtain class lists during the first week of school.
6. Coordinate with PTOffice chair to assure family entries are as they need to be in the directory.
7. Take orders for School Directories via the CHVE.org website. Submit icon and price before August 1st.
8. Obtain room parent list from committee chair, obtain slate from presidents, obtain staff contact information from the front office, create index of parents with different last names, and pull lunch menu and school year calendar from CCSD website.
9. Review, edit, and prepare for printing.
10. Mid-September send all sections to the Cherry Creek District for printing. The cost has been around \$1.80 per directory. The PTCO has been selling the Directories for \$5.00. Printing turn- around time is about one month.
11. Send parent list/emails from parent database to School Directory Update for A-Z online directory.
12. Apply family name labels on Directories and send home with children.
13. Create an addendum in January including any changes or additions to the printed directory.

**Cherry Hills Village Elementary PTCO**  
**Executive Board Position**  
**Assistant Communications Summary**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$0**

1. Support the Communications chair as needed so you are prepared to take over the Communications chair position the following year.
2. Manage, maintain and oversee the weekly email Blast.
3. Help the Communications chair manage and maintain the PTCO's website, [www.CHVE.org](http://www.CHVE.org). Communicate with the Communications chair regarding what help they need in terms of adding/changing/updating items on the website.
4. Promote and be aware of the Communications policies for school-wide emails and communication.
5. Attend all executive board and PTCO meetings.
6. Act as secondary support to the Communications Chair in terms of learning the ins/outs of the website and the PTCO's contacts with local writers, columnists and photographers so you are prepared to head this up the following year.
7. Maintain communication with the committees which you oversee (email them before each executive board meeting to see if they have any information or news that needs to be shared with the board - these committees are: Legislative Liaison, PIN liaison, West Liaison, School Board Observer

**Cherry Hills Village Elementary PTCO  
Legislative Liaison Position Summary  
Major Responsibilities  
2018-2019  
Budget: \$0**

1. Attend related meetings and report to school community about legislative issues affecting our school, education and community.



**Cherry Hills Village Elementary PTCO  
West & CCHS Liaison Position Summary  
Major Responsibilities  
2018-2019  
Budget: \$0**

1. Serve as the liaison to the PTCO Board for middle school and high school.
2. Report to the Board about events and information that are relevant to the elementary school.

**Cherry Hills Village Elementary PTCO  
School Board Observer Position Summary  
Major Responsibilities  
2018-2019  
Budget: \$0**

1. Attend monthly Cherry Creek School Board (CCSB) meetings and report pertinent information to the PTCO Executive Board.
2. CCSB meetings are generally held the 2nd Monday evening of the month, at various school locations throughout the Cherry Creek School District.
3. Information packets are provided at the meetings with details about the agenda topics to be presented. There are usually comments from the Board, brief presentations by students from two High Schools, and two more in-depth topic presentations.

**Cherry Hills Village Elementary PTCO**  
**Parent Information Network (PIN) Position Summary**  
**Major Responsibilities**

**2018-2019**

**Budget: \$50**

Parent Information Network (PIN) is a group of concerned parents from all elementary schools, middle schools, and high schools in the Cherry Creek School District. PIN started small and has grown rapidly in attendance over the years due parents wanting to obtain information and be educated in order to support and understand the challenges our youth face today. Sherry Sargent, one of the founders and scholarship providers, is our liason for CHVE.

One to two PIN representatives from each school in the Cherry Creek School District attend monthly meetings. PIN reps are responsible for building awareness and encourage attendance by listing the invaluable meeting topics and dynamic speakers via CHVE website, Sunday Blasts, Dolphin Chronicle, and the school marque; communicating the information back to CHVE through a monthly report to the Executive Board; maintaining a PIN bulletin board in the school's lobby; adding available newsletter articles for the Chronicle; and providing articles and information to the school on the 40 Developmental Assets.

Through a variety of dynamic speakers, PIN addresses a multitude of parenting topics including: discipline, self-esteem, personal responsibility, adolescence, sex education, preventing drug and alcohol use, bullying, etc. There is a strong focus on the 40 Developmental Assets and connecting them to specific parental skill building. PIN meetings are FREE and open to all parents in the Cherry Creek School District.

**Requirements:**

1. Represent CHVE at the monthly PIN meetings.
2. Build awareness and encourage attendance by listing the important meeting topics, speakers, date, time and location of the meetings on the CHVE website, Sunday Blasts, Dolphin Chronicle and school marquee.
3. Provide monthly briefings for Executive Board.
4. Maintain Pin bulletin board in the school lobby.
5. Provide available articles for the Dolphin Chronicle.
6. Promote 40 Developmental Assets in the school.

**PIN Meeting Time/Location:**

- Usually 1<sup>st</sup> Tuesday of the month
- 9:00am – 11:30 am

- SARC, Student Achievement Resource Center (off Arapahoe on Briarwood Road).

**Cherry Hills Village Elementary PTCO  
Executive Board Member  
Treasurer Position Responsibilities  
Major Responsibilities  
2018-2019**

**Budget: \$150 (shared with Treasurers for supplies)**

**Summary Responsibilities**

- ★ Attend all General and Executive Board Meetings.
- ★ Maintain permanent books and records in sufficient detail to adequately reflect all sources and income and the nature of all expenditures.
- ★ Direct and supervise the activities of the Assistant and the Events and Financial Systems Treasurers to the degree necessary to enhance the current operation of the treasury.
- ★ Approve all Money Matters and administrative bills and other debts approved by the Board. Enter them into the financial system.
- ★ Keep an itemized account of all receipts and expenditures.
- ★ Prepare and present a monthly Balance Sheet and Profit and Loss Statement at all Executive Board and General meetings and an annual report at the Annual Meeting
- ★ Be responsible for a review of the accounts by a non-elected officer before rendering the books to the newly-elected Treasurer.
- ★ Prepare the budget for the following fiscal year with the assistance of the Presidents and Presidents-elect, to be presented to the General Membership for approval at the Annual Meeting.
- ★ Be responsible for saving designated funds to be carried over to the next fiscal year, the amount of which shall be determined by the Executive Board.
- ★ Prepare and file necessary documentation with Parents Council, state of Colorado and the IRS (Forms 990, 1099, etc.).

**Detail Monthly Responsibilities**

- ★ Approve invoices for all Money Matters and budgeted administrative expenses.
- ★ Reconcile Bank Accounts
  - o Change email address at 1<sup>st</sup> Bank so you will get emails when bank statements are available. I would go to the 1<sup>st</sup> Bank site and just print off the statement when I wanted to reconcile vs waiting for the Presidents to give me the statements that came in the mail as not always timely.
  - o Monthly you will reconcile checking/money market.
  - o Every 3 months based on maturity date you will reconcile CD accounts
  - o To reconcile go to Banking tab then online banking Hit review of the account you want to reconcile. Then will take you to that account. Once on that page hit reconcile to start reconciling
- ★ Make copies of Financial Statements for Executive board meetings and give very high level summary to Board. Point out anything on Financials that they may want to know
- ★ Make a few copies of Financial Statement for General Board meeting. Once in a while a parent will ask for a copy at the General Board meeting but not too often.

### **Detail Responsibilities by month**

#### **August**

- ★ Change Bank Authorized Signatures
  - o Treasurer
  - o Asst. Treasurer & Events Treasurer
  - o 2 Co-Presidents
- ★ Attend Parents Council Workshop if you didn't in the Spring

#### **September/October**

- ★ **By Sept 30th**
  - Send to Parent Council:
    - o Parents' Council Due: \$150
    - o Affiliation Letter
    - o Current Year's Budget
    - o Year End Fiscal Review
    - o Year End Financial Statements
- ★ Make contact with Tax Accountant (I filed before Fall break)
  - Joe Nelson
  - 1700 Lincoln Street, Suite 1400
  - Denver, CO 80203
  - Direct Line 303-837-3575

Office 303-861-4545 ext. 20606

### **November**

#### **★ By Nov 15th**

- o Tax Return Due
- o Renew CO Certificate of Registration for non-profit status
  - § See Folder- Renew on Line
  - § Change name on registration to yours-instructions in folder
- o Need to send confirmation of both Tax Return and CO Certificate of Registration were filed to Parent Council

### **January**

#### **★ File Zero Tax Return **Due Jan 20th****

- o Print Off Return from Gov't site
- ★ Send any 1099's out by January 31<sup>st</sup> to independent contractors

### **February**

- ★ Start the budgeting process for next year.
- ★ Under budget, just start a new budget naming it next School year (ie; 2013/14). The old budget and new budget will be in the system. The budget will be distinguished by the title (ie: year 2012/13 vs 2013/14). Quickbooks automatically puts actuals against the budget based on the date entries are inputted in to the system. So, will continue to put actuals against current budget thought June 30<sup>th</sup> of the current year. July 1<sup>st</sup> actuals will go against the new budget you are creating now.

### **March**

- ★ Get Executive Board to approve budget
- ★ After approval, post Budget for 30 days on the PTCO bulletin board.

### **April**

- ★ Present Budget at General Board meeting for approval. Usually the Presidents present the budget for approval

### **May**

- ★ Work with Christine and Carolyn to get a list of Teachers who want their \$300 before the summer. Current

year expense receipts need to be in before giving the \$300 to a teacher

**Summer**

- ★ Get incoming Asst Treasurer to perform the Annual Year End Fiscal Review after you have essentially closed the books (sometime in July)
- ★ Transition with incoming Treasurer



**Cherry Hills Village Elementary PTCO  
Executive Board Member  
Assistant Treasurer Position Summary  
Major Responsibilities  
2018-2019  
Budget: \$150 (shared with Treasurers for supplies)**

1. Attend all General and Executive Board Meetings.
2. Support the Treasurer position to the extent necessary to take over the position the following year.
3. Deposit all PTCO funds in a timely manner. Daily deposits may be required during the accounting process following the Run4Funds fundraiser. Recurring deposits throughout the year will come from Dolphin Connections sponsorship, ticket sales, Dolphin Duds and the Family Giving Campaign.
4. Prepare detail for all deposits to include name, date, check number and amount.
5. Reconcile all online receipts.
6. Record all deposits and online receipts in Quickbooks.
7. Maintain a file of all deposits and online entries.
8. Prepare a report of Dolphin Connection sponsorships. This report will be given to the Dolphin Connections Chairs. Discuss with Dolphin Connections Chairs the timing of the report each month or week. Update report as needed.
9. Provide the Treasurer copies of all deposit slips and the supporting detail.
10. Attend budget planning meetings in March.

**Cherry Hills Village Elementary PTCO  
Executive Board Member  
Recording Secretary Position Summary  
Major Responsibilities  
2018-2019  
Budget: \$0**

1. Attend all General and Executive Board meetings.
2. Keep the minutes of all Executive Board meetings and be responsible for distribution of such minutes to all officers.
3. Keep the minutes of all General PTCO meetings.
4. Send minutes for General and Executive Board meetings to the Communications Chair for posting on the website. Also, personally post the minutes for all meetings on the PTCO board (near the front office). Try to post all minutes one week prior to next meeting.
5. Be responsible for all notices to the Executive Board and General Membership.
6. Maintain the Bylaws. If there are changes to the Bylaws, revise, present to Executive Board for vote, and send new version to Communications Chair for posting to the website.
7. Maintain communications with the committees which you oversee – Foreign Language, CLAW, Destination Imagination, Junior Great Books, and Dad’s Clubs. Prior to each Executive Board meeting, check with committees for updates to present at Executive Board meeting.

**Cherry Hills Village Elementary PTCO**  
**Destination Imagination Position Summary**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$1,500**

1. Coordinate the Destination Imagination program.
2. Host an informal meeting for the parents at school in the fall to present DI's benefits and program requirements. All grade levels are invited to join.
3. Put DI teams together based on grade level. Please pay careful attention to the team mix.
4. Recruit team managers.
5. Coordinate meeting times and places with the front desk. Room request forms must be prepared if using school rooms.
6. Collect dues and forward money to the Assistant Treasurer on a timely basis.
7. Plan pizza party at the end of the year.
8. Advertise and promote on CHVE.org.

**Cherry Hills Village Elementary PTCO  
Junior Great Books Position Summary  
Major Responsibilities  
2018-2019  
Budget: \$600**

1. Recruit new parent volunteers.
2. Order materials. Prepare an informational flyer.
3. Work with the Junior Great Books Foundation to book training sessions for new parent volunteers.
4. Formation of student groups and coordination of groups with parent volunteer leaders.
5. Act as liaison between participants, parents, and leaders.

**TIMELINE**

**May:** Prepare flier for Orientation and submit to chve.org. Submit icon, pricing and deadline for online store.

**August:** Attend Orientation and have table for signing up students and recruiting new volunteers.

**September:** Registration form due from students, confirm returning leaders, identify leader openings and recruit new leaders as necessary (certainly 1<sup>st</sup> grade, sometimes other grades as well), assign students to groups.

**October:** Register new leaders for training, order new books, confirm adequate supply of used books for those requesting, if not, notify parents that new books must be ordered.

**November:** Leader kickoff meeting: distribute leader/group assignments, leaders' manuals, students' books and certificates.

**December:** New leader training.

**January:** Groups usually begin (however, start date is up to each leader; also, while some leaders have six sessions, some go for 8 – 10 sessions; again, it is up to the leader).

**February:** Groups usually in session.

**March:** Groups usually in session, although some may be finishing.

**April:** Some groups done, some may still be in session.

**May:** Collect leader manuals (and used student books if donated back to the program for future students); send out/collect leader thanks yous and surveys.

**Cherry Hills Village Elementary PTCO**  
**Executive Board Member**  
**Corresponding Secretary Position Summary**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$0**

1. Attend all General and Executive Board Meetings.
2. Conduct the correspondence of the PTCO.
3. Purchase gifts for staff, parents or students as deemed by the Executive Board.
4. Chair the Slating Committee to prepare the slate for the next school year.
5. Send out confirmation (emails) to all slated volunteers as to the process for getting the slate approved and transitioned.
6. Slate must be presented to the Executive Board by the March meeting and then posted for 30 days. Then the slate needs to be voted and approved by the General PTCO in April Meeting.
7. Maintain communications with the committees which you oversee – Apple for a Teacher, Room Parents, Class Dinners, Yearbook, and Art Shows. Prior to each Executive Board meeting, check with committees for updates to present at Executive Board meeting.

**Cherry Hills Village Elementary PTCO**  
**Room Parents Position Summary**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$0**

1. Select and coordinate two room parents per class to assist the teachers (5th grade classes 2 room parents). Selection process must be conducted in a fair and timely manner with the help of Principal Molly Drvenkar.
2. Meet with last year's coordinators to ensure a smooth transition.
3. Solicit volunteers for Room Parents through Sunday Blast, PTCO meetings, CHVE.org and PTO blast (see example blast of information to collect for Room Parents. ie. Have you been a Room Parent before? What grade? etc).
4. Before the end of the current school year, check with the front office to determine when to meet to place room parents (keeping in mind that Kindergarten is posted the last Friday of school and the 1st-5th are posted the last day of school).
5. Notify those selected as room parents. Have the front office put "\*" next to the names of those parents who are Room Parents for the class.
6. Notify teachers of their new room parents.
7. Send mocked up communication to Room Parents to customize for their specific classes and share with their families.
8. Schedule a Room Parent Orientation and PTO office training as early in the year as possible so that the Room Parent teams can participate in the year's planning with the teachers. PTO Manager training is in slide show form that should be emailed out to Room Parent to reference.
9. Room Parents are encouraged to meet with their teachers right away to get information on activities planned for the year. Please stress the importance of contacting their class parents as soon as possible to communicate that information and provide the year's scheduled activities.

10. Room Parents should make contact with all parents and encourage parents to volunteer in the library, lunchroom, playground or any of the various PTCO standing committees. Refer families to [chve.org](http://chve.org) for volunteer opportunities.
11. Room Parents are responsible for being the Class Dinner Coordinator. Help the Class Dinner Coordinators find families to host the class dinners. 5th grade has their class dinner with the entire 5th grade parents at Glenmoor CC.
12. On auction years (every other year), Room Parents are responsible for helping with the Auction Class Project. This project currently is individual photos taken of each student and sold back to the families. The Room Parents are responsible for helping put these photos together and selling them during conferences and auction time.
13. Room Parents are also responsible for attending PTCO meetings and communicating information to the classes from the meetings (ie. upcoming Dolphin Connections events, Reach Out events, Field Day....etc).



**Cherry Hills Village Elementary PTCO**  
**Apple for a Teacher Position Summary**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$750**

1. Promote the Apple for a Teacher program utilizing the school website and Sunday blasts throughout the year.
2. Decorate bulletin board in August (this is where donations for give-a-way are posted in front office).
3. Collect donations from families for teachers/staff (sports tickets, gift certificates, theater/concert tickets, etc.) throughout the year.
4. Arrange for a give-a-way of the collected items to the staff through the front office. Send a thank you note to the donor and log the donation.
5. Arrange the Holiday Appreciation Campaign collection in December and distribute before the winter break. This is equally distributed to the non-main teaching staff which includes all support staff, specials teaching staff, KE staff, aids, TA's etc.
6. Purchase and distribute birthday gift cards in the amount of \$10 to each staff member. (Have delivered in groups, every three months. August for July–Oct, September for Sept-Dec, January for Jan-March, April for April-June).

**Cherry Hills Village Elementary PTCO**  
**Lunchroom Position Summary**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$0**

1. Recruit, train and schedule volunteers for the lunchroom.
2. Create sign-up sheet to obtain volunteers at Orientation. The sign up sheet should include days and shifts available. Normally, K-2<sup>nd</sup> shift has two volunteers per day and the 3<sup>rd</sup>-5<sup>th</sup> shift has only one volunteer.
3. Be available at Orientation with a calendar to fill in volunteers and answer questions.
4. Create a master volunteer spreadsheet for all volunteers and send home with children. Make sure a sub list is available. Post calendars on the website and in the Dolphin Chronicle.
5. Encourage volunteers to find their own subs!

**Cherry Hills Village Elementary PTCO  
Art Shows Position Summary  
Major Responsibilities  
2018-2018**

**Budget: \$500 (funds for Art coordinator)**

5. Work with the art teacher to hang artwork on the walls throughout the year.
6. Promote CHVE Art Shows on CHVE.org, The Villager, Dolphin Chronicle...
7. Work with art teacher on the design lay out and hanging of students' art work for CHVE art shows.

**Cherry Hills Village Elementary PTCO  
Auction Co-Chairs Position Summary  
Major Responsibilities  
2018-2019**

1. Organize an Auction and fundraiser in the spring. Secure location, liability insurance, etc.
2. Plan and coordinate a committee and volunteers for the event.
3. Organize date with Executive Board and coordinate with front office. Clear time and date with principal/front office for all events??
4. Advertise in the Dolphin Chronicle and CHVE.org.
5. Attend Exec Board meetings as needed.

Other responsibilities may include:

6. Secure sponsorships and items for live and silent auction, as well as auctioneer.
7. Set up auction website, [biddingforgood.org](http://biddingforgood.org)
8. Coordinate teacher treasures.
9. Coordinate with Build the Bar Chairs.
10. Update info with Communications Charis and for [chve.org](http://chve.org)
11. Coordinate set and tear down of event.

**Cherry Hills Village Elementary PTCO  
Auction Build-the-Bar Co-Chairs Position Summary  
Major Responsibilities  
2018-2019  
Budget: \$500**

- Host a party to help secure bar items for the auction.
- Work with Auction co-chairs to determine needs.

**Cherry Hills Village Elementary PTCO  
Yearbook  
Major Responsibilities  
2018-2019  
Budget: \$0**

1. Coordinate with Yearbook vendor (historically, Walsworth:  
<https://yearbookforever.com/#>)
2. Coordinate with front office as needed.
3. Coordinate with room parents for photos and content.
4. Promote to families via website, weekly newsletter

**Cherry Hills Village Elementary PTCO**  
**5<sup>th</sup> Grade Continuation**  
**Major Responsibilities**  
**2018-2019**  
**Budget: \$1,200**

1. In May of prior year, take down decorations (so the 5th grade parents can go to the party immediately following continuation). This will be the same next year when your 5th graders graduate - you won't have to deal with the decorations after continuation.
2. Store decorations until next year.
3. Coordinate with front office on date and time of ceremony. Submit a work order to Frank for chairs and tables for the afternoon before the event.
4. Meet with 5th grade teachers to discuss the program cover (TA may handle this).
4. Organize the event including decorating, refreshments, etc. Historically the after-party has been held at Glenmoor. Responsibilities typically include getting a contract, DJ, photo booth, permission slips, collecting money, etc.
5. Recruit volunteers and organize responsibilities and/or subcommittees as needed (in the past they have had about 10 volunteers).