



NWGMS PTSO EXECUTIVE BOARD DESCRIPTIONS

President - Serve as leader and key contact for the PTSO; preside at all PTSO meetings; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTSO's objectives can be met.

VP Fundraising - Coordinate the general fundraising activities created by the Executive Board.

VP Communications - Coordinate the general communication and marketing of the PTSO.

Secretary - Keep the minutes of all Board and General Meetings; prepare correspondence.

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTSO events where money will be collected; assure that PTSO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for quarterly, bi-annual and annual tax returns.



COMMITTEE CHAIR DESCRIPTIONS

Beautification: Maintain potted plants at entrances; organize Beautification Day in the fall and possibly Spring.

Book Fair: Involves planning and set up the Book Fair and coordinating volunteer slots to ensure the store is covered during sale hours.

Hospitality: Plan events to treat staff throughout the school year; organize and set up.

Membership: Responsible for promoting membership throughout the year, providing membership reports at PTSSO board, collecting dues, and distributing membership forms. Also monitor volunteer interests and share contact information with committees seeking volunteers.

Sponsorship: Research and contact local businesses and organizations for sponsorship.

Spirit Wear: Plan, advertise, collect money, and distribute spirit wear orders.



Spotlight: Plan, collect, set up food/beverages for Spotlight Breakfast for parents and students monthly.

Food Drive/Advocacy: Partner with Guilford Backpack Ministry to organize food drive and coordinate volunteers for home deliveries with school counselors.

Birthday Signs: Make monthly Viking Birthday Signs for students, display at front of school by the first of each month. Cricut required.

Grade Level Celebrations/Promotion Ceremony: Plan, set up/take down decorations for promotion ceremony. Plan 8th grade field day, coordinate with grade level leaders to provide a sweet treat or equivalent for their end of year celebrations.

Eighth Grade Dance: Meet with 8th grade teachers to coordinate details of dance, assist with volunteers.

Viking Quarterly Awards: Quarterly, coordinate with administration to distribute an award to students who achieve at least one of these: perfect attendance, A/B Honor Roll, or a 2 letter grade improvement.