

ELECTIONS COMING UP MAY 9 for 2017-18 school year

Here is a list of open positions with a brief description of each. Please consider signing up for an officer or director position. We welcome all involvement! Some positions do not require you to be at PTO meetings/on-campus.

OFFICER POSITIONS (need to attend officer's meetings at least 2x/month, requires significant time commitment)

Communications Officer: Oversees/manages the communications team (Social Media/Marketing, copywriters & Web Designer) to ensure families are aware of all PTO events/activities/responsibilities. Responsible for weekly PTO email blast. Must be great with deadlines and marketing.

Treasurer: Accounting and bookkeeping for all monies brought in/expended by PTO. Manages bank account, eProcessing, square. Oversees community outreach, fundraising, family pledge drive, grants, spirit wear and jog-a-thon. Must be very organized and good at bookkeeping.

Secretary: Take minutes at each meeting, compile and upload to website. Oversees School Support Positions and connects volunteer sign-ups from website to opportunities within the PTO.

Director Positions: Less time commitment than Officer Positions***

Meetings: Advertise for meetings, pick up and return coffee for meetings, provide/manage meeting sign-in sheets.

Newsletter/copy writer: Writes text for newsletters and flyers. Makes/distributes copies. Works with communications officer.

Social Media/Marketing: Responsible for marketing/promoting Melrose (including for grant applications). Oversees Facebook, Twitter, Instagram profiles.

PTO Website Manager: Works with Technology director to update text and designs on PTO website. Should be familiar with WordPress.

Community Outreach (corporate/financial): Develop relationships with neighboring businesses for the purpose of getting financial support for Melrose and its programs. Must be great at sales/marketing and have great people skills.

Community Outreach (non-cash donations): Get non-cash donations for PTO events (i.e. prizes for Jog-a-Thon, etc.). Get food donations for PTO events (i.e. Star Party, Open House, etc.).

Harvest Festival Lead: Run/oversee the Harvest Festival in late October. Find/organize leads for each booth. Must be organized and good with deadlines.

Teacher Appreciation: Create/organize teacher appreciation week in May, including teachers' luncheon and raffle, and find volunteers for the week.

Spring Fling aka St. Patty's Day Dance: Lead the annual spring dance/teacher's auction. Help continue this community building event/PTO fundraiser.

Spelling Bee: Lead/organize Melrose's participation in the annual Scripps Spelling Bee. Work with National Spelling Bee Guidelines.

Grants: Work with the existing grants leads to find and apply for grants for the school and PTO. Must be good with writing and deadlines.

Family Pledge Drive: Coordinate Melrose's largest fundraiser of the year. Work starts in August. Find creative, inclusive and inspiring ways to achieve 100% schoolwide participation.

Spirit Wear: Order/organize and sell Spirit Wear at PTO/school events and provide basic accounting.

Family Fun Nights: Organize/assist 5 "Family Fun Nights" throughout the year: Korean BBQ, La Noche Latina, two restaurant nights and Pajamarama.

Recycling: Oversee Recycling every Tuesday morning. Find new/creative ways to increase participation in the program.

Jog-a-Thon: Coordinate Melrose's 2nd largest fundraiser of the year (2nd semester). Oversee the event and work with treasurer & officers to achieve fundraising and participation goals.

Valet: coordinate/find volunteers for morning valet drop-off

Beautification: Work with budget, PTO and principal to improve Melrose exterior and interior. Coordinate events such as Big Sunday.

Alumni: update/maintain email database of alumni and help add an alumni component to an existing PTO event tbd.

Hospitality/New Families: Welcome all new families to Melrose via email communication, phone trees (buddy families) and/or events such as Orientation and Back-to-School night. Non-English Language speakers a +