



Open Positions on the 2015/2016 Newburyport PTO Board!

Are you interested in joining the Newburyport PTO Board or want to know more about it? The Newburyport PTO Board is an all-volunteer board which has been organized to support and promote the advancement of education and the sciences in support of the educational curricula and programs of Bresnahan, Molin and Nock schools.

The Newburyport PTO 2015-2016 Board members will serve from **June 2015 (end of school year) through June 2016 (end of school year)**.

If you are interested in any of the positions below, please send your nomination to president@newburyportpto.com and if you're interested in a parent VP position, please note which school you wish to hold that position for. Nomination letters can also be sent back to school in your child's take home folder, in an envelope addressed to "PTO President." Please send your nominations in by next **Tuesday, May 3rd, 2015**.

The 2015-2016 Newburyport PTO Co-Presidents are Jackie Joyce and Katie Chase; please reach out them at president@newburyportpto.com if you have any questions regarding the board positions.

Open Newburyport PTO Board Positions:

Assistant President

The Assistant President shall preside at all meetings of the organization and of the Executive Board. The President and Assistant President shall coordinate the work of the officers and committees, in order that the objectives and mission of the Newburyport PTO may be promoted. The President and Assistant President will serve as the PTO representative and/or spokesperson at meetings with other school and citizen organizations. They shall act as a liaison to the school department, city government, and any larger bodies which effect may affect educational policies and/or Bresnahan, Nock and Molin School students and families.

Secretary

The Secretary shall record the minutes of both the general and the Executive Board meetings, publish the minutes in the Newburyport PTO newsletter and on the school website, direct mail to the proper officers and event coordinators, and keep records and correspondence on file.

Treasurer/Assistant Treasurer

The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approval of the executive board. She/He shall present a financial statement at every meeting and at other times when requested by the executive board; and shall make a full report at the end of the current school year.

Parent Vice Presidents (Bresnahan Pre-K & K, Bresnahan 1-3, Molin and Nock)

The Parent Vice Presidents for each of the schools shall be responsible for coordinating with the Principal on the school's needs; reviewing and researching funding proposals that originate from their school to present to the PTO membership; oversee the planning of social events sponsored by the PTO at their school; and oversee the Hospitality volunteer to ensure that all schools have hospitality events. For social events, this role provides a central point-of-contact for volunteers managing PTO activities (these may include, but are not limited to: Meet, Greet and Eat picnic, School Dances, Movie Nights, Open House, Valentine Bingo) to ensure events are scheduled and managed in a timely and cost-efficient manner, and to ensure that each event creates a welcoming environment for parents and families at the Bresnahan, Nock and Molin Schools.

Cultural/Educational Enrichment Chair

The Cultural/Educational Enrichment Chair shall be responsible for planning enrichment activities suitable for all grade levels, in coordination with the Bresnahan, Nock and Molin Schools' faculty and administrations, and within the curriculum frameworks for the Newburyport Public Schools. The Cultural/Enrichment Chair will be given an annual budget by the PTO executive board and will plan enrichment programs within the parameters of that budget. When directed by the executive board, the chair/co-chairs may also apply for grant monies to supplement these programs.

Technology Chair

The technology chair will be proficient in website design and management using WordPress, PHP, HTML and CSS, and including third party integration such as PayPal, Square Market, database management, MailChimp and relevant social networking applications.

Responsibilities will also include:

- Website design and management: Site updates, server configuration, online store for programs, PayPal and/or Square account implementation, domain registrations for sub sites, etc.
- Email campaign design and management

- List management as related to the volunteer database and mail server
- Technology innovation to keep PTO up-to-date with modern technology as a means to streamline communication, volunteer management and more
- Commitment to establishing, communicating and teaching best practices regarding the use of PTO tech resources

The Technology chair will work in conjunction with the Communications Chair and Treasurer, and will have full administrator rights to the PayPal and Square online payment accounts in order to facilitate interactivity with PTO-related websites. They should be consulted when any chair or volunteer intends on setting up new PTO-related websites or using a 3rd party solution for events/fundraisers such as the ASP, Gift Wrap, Science Fair, etc. and will be responsible for all registrations for any 3rd party solution.

Communications Chair

The Communications Chair shall oversee the website with the technology chair. The communication chair is responsible for public relations/ marketing within the school district and with outside media sources.