

EXECUTIVE BOARD

President:

Preside over the PTA Executive Board and set the general PTA meeting agendas. Facilitate the meetings and help to determine the priorities of the PTA for the year. Set the PTA calendar. Responsible for the back-to-school PTA packet that is distributed to all families. Lead the Executive Board as well as oversee all program chairs and event coordinators. Attend PTA officer training in summer, General PTA meetings and Board meetings. Interface with families at school events, coordinate with school admin and communicate with the school community. Is a signer on the bank account.

Vice President:

Responsible for maintaining a record of new PTA members and reporting numbers to the Oregon PTA throughout the school year. Assist the president with PTA duties. Attend PTA officer training in summer, General PTA meetings and Board meetings. Be available for check signing. Help oversee program chairs and event coordinators. Support the President at school events.

Secretary:

Responsible for recording the minutes at the general PTA meetings and Board meetings. Responsible for submitting the minutes to be posted to the PTA website. Willing to maintain the PTA communications board. Attend PTA officer training in summer, General PTA meetings and Board meetings.

Treasurer:

Responsible for overseeing the PTA budget including monthly audits as well as other business items (insurance, operating expense payments and taxes). Present a balance sheet to the PTA membership at the general meetings. Ensure all accounts are in order. Handle all monetary transactions for the PTA including the collection of money turned in at the school for membership, spirit wear, fundraisers, pizza bingo, etc. Provide the cash box for events where cash transactions will be needed. Handle all deposits on behalf of the PTA. Manage and balance the PTA checkbook, bank account and PayPal account. Attend PTA officer training in summer, General PTA meetings and Board meetings.

EVENT CHAIRS

Monster Mash Chair:

October 26, 2024

Responsible for coordinating and managing the Halloween themed event. Arrange DJ dance, decorations, food, and games, may also include other activities at Chair discretion, (ie: scavenger hunt with prizes, face painting and crafting area). Responsible for operating within a budget. Coordinate with school administration staff for access to rooms and equipment required and communicate with IT department. Responsible for communicating with PTA to advertise through social media channels. Responsible for creating volunteer Sign-Up Genius and managing volunteers. This event can have multiple chairs.

Time Commitment: August-October

Pizza Bingo Chairs:

March 7, 2025

Pizza Bingo has multiple elements: pizza and concessions (including drinks and Dairy Hill Ice Cream), bingo and raffle baskets. The Chair coordinates the event by working with multiple chairs to ensure the details of the night are managed. Coordinate day of volunteers using Sign-Up Genius for set up, clean up and concessions. Manage pre ordered pizza and bingo supplies through paypal.

Time Commitment: Nov-Feb

- Food Chair:

Coordinate with a local pizza supplier to deliver pre-ordered pizzas and pizzas to be sold by the slices. Distribute pizzas to families and individuals purchasing on site. Manage volunteers for food service.

- Game Chair:

Procure bingo sheets and daubers. Distribute to families. Direct games by arranging for number callers and game verifiers. Announce winners.

- Raffle Chair:

Coordinate with Teachers to solicit donations from families. Collect donations and arrange baskets. Shop for additional supplies if needed. Manage the sale of raffle tickets, draw tickets, and announce winners. Ensure winners receive prizes.

Carnival Chairs:

May 17, 2025

This is Bolton's big end of year event. The main Chair is responsible for overseeing the carnival by working with multiple chairs to ensure the details of the Carnival are managed. Coordinate day of volunteers. Responsible for communicating plan with the PTA Executive board. There may be up to 3 chairs for this event.

Time commitment: Start planning and communicating in Late January/Early February.

- Silent Auction Chair:

Responsible for procuring items and or experiences for the silent auction. Monitor online bidding. Ensure winners receive items and experiences.

- Games / Entertainment Chair:

Plan games and location of games for the Carnival. Procure prizes for games.

- Concessions / Community Engagement Chair:

Coordinate with food vendors and other community businesses for concessions and community engagement.

Fundraising Parties Chair:

Spring

Coordinate with teachers and community members to offer classes or activities for students. Families pay for children to attend and this in turn raises funds for PTA. Communicate with school admin and/or district for approval of classes/activities and volunteer instructors. Work within a budget. Provide support to teachers and instructors as needed. This event can have two chairs.

Time Commitment: Have compiled ideas/volunteers for parties by February, sign up for parties at Pizza Bingo, parties executed thereafter.

Family Movie Chair:

Date at discretion of Chair and Principal

Survey students to determine which movie will be shown. Coordinate with the school administration and IT department to gain access to the projector and speakers. Procure candy for concessions and supplies for popcorn maker. Acquire a movie license (through district) if needed. Responsible for operating within a set budget. Responsible for creating volunteer Sign-Up Genius and managing volunteers. This event can have two chairs.

Time Commitment: Start communicating/planning surveying classes two months from event, available day of event.

Artist in Residence Chair:

Date at discretion of Chair and Principal

Research and develop an art project for all students. Gain approval with the school admin/district. Seek a qualified Artist to teach students. Help procure art supplies if needed. Create a schedule for teachers. Responsible for creating volunteer Sign-Up Genius and managing volunteers.

Time Commitment: Start communicating/planning two months from event, available day of event.

Family Social

Date at discretion of Chair and Principal

Coordinate a gathering for Bolton families to socialize. Events are usually at off-site local venues. Room for creativity with this event! Responsible for operating within a set budget.

Time Commitment: Start communicating/planning two months from event, available day of event.

PTA SUPPORT COORDINATORS

Book Fair Coordinator:

April

Communicate with the librarian to organize the book fair. Responsible for creating a Sign-Up Genius for volunteers to set up, collect money and clean up during book fair hours.

Time Commitment: Communicate with Librarian two months before event, secure volunteers 3 weeks to one month from event, available week of event.

Clothes Closet Coordinator:

All school year

Promote and maintain the Clackamas County Clothes Closet basket in the school and periodically deliver the donated items to the drop off location in Oregon City. Oversee and coordinate a clothing drive at least once per year.

Time Commitment: Throughout the school year, deliver to Clothes Closet when the basket is full (monthly to bimonthly).

Dine Out Coordinator:

All school year

Dine Out Nights are when local restaurants help raise money for the PTA. On specified dates, whenever someone buys from a specific local business, a percentage of the proceeds are donated to the Bolton PTA. The Dine Out Coordinator is responsible for contacting and arranging these events with local food retailers.

Time Commitment: Organize monthly events: August-May.

Garden Maintenance Coordinator:

All year

Organize and attend weeding parties in fall and spring to avoid use of herbicide (i.e. RoundUp) being used on school grounds. Help maintain the school garden throughout the year. Recruit and manage volunteers to water and weed school grounds throughout the summer.

Time Commitment: 2-3 weeding events in both fall and spring. Garden maintenance based on availability. Summer volunteers once weekly email.

Spirit Wear & Supply Coordinator:

Fall and Spring

Work with online vendor to offer Bolton t-shirts, hats, sweatshirts, etc. to show our school pride. Promote Bolton Wear at PTA events. Coordinate with teachers to obtain a school supply list needed for each grade level. Communicate “school supplies kit” needs for each grade to the school supplies vendor. Coordinate orders and delivery with vendor.

Time Commitment: Supplies: May-July. Spirit Wear: promotion throughout the school year.

Staff Appreciation Coordinator: One week in May and sporadically throughout year

Responsible for executing staff appreciation lunches and/or dinners during two conference periods (October and March). Honor staff throughout the year by stocking staff break room with snacks and beverages. Honor staff with food and treats during staff appreciation week in the Spring. Coordinate volunteers for these events if needed. Responsible for working within a set budget. The Executive Board can provide suggestions and guidance. This position can have two coordinators.

Time Commitment: August-May, multiple events throughout the year and monthly snack/treat drop offs in the Staff lounge.

Volunteer Coordinator: Spring and all PTA events

Create spreadsheets of PTA volunteers and events of interest at the beginning of the year. Assist with creation of Sign-Up Genius volunteer sign-ups throughout the year for events. Track volunteer participation.

Time Commitment: August-May. Needed for every event throughout the school year.

Website Coordinator: All school year

Manage the PTA website and its contents with direction from the Executive Board. Upload PTA meeting minutes, financials and event updates monthly. Update the PTA calendar of events. Make improvements and updates to the website as needed.

Time Commitment: August-May, available to meet with the Executive Board every other month for website communication.