



PTO OPEN POSITIONS

2018-2019

The Suffield Elementary PTO is currently seeking volunteers to fill open positions for the upcoming school year. If you are interested or would like to nominate someone you think would be a great candidate, please email Courtney Vincent (court3278@gmail.com) no later than March 31st, 2018. We encourage any interested parents who have questions to reach out to us as well. We will post a slate of officers-elect to be voted on at the PTO meeting in May. Non-officer positions do not require a vote. Thank you to all of those individuals that have expressed interest so far! PTO Board meetings are generally held the 3rd Monday of each month at 7pm at Kent Memorial Library.

President (2 year): Co-Presidency positions are available! Shared responsibility leadership. This job requires good organizational skills, ability to delegate and communicate well and a strong commitment to our kids and our schools. Some work during the summer is required for budget and activity planning.

Vice President (2 year): Co-Vice Presidency positions require the ability to organize, plan and communicate. Summer planning is required as well as year round coordination with activity chairs.

Secretary (2 year): Create and distribute agendas and minutes, responsible for Board correspondence including Thank You notes. The position would attend monthly PTO Board meetings.

Box Tops Coordinator (one year): Coordinator would act as a yearlong point person to ensure that the Suffield Elementary PTO is optimizing its fundraising potential in regards to the Box Tops for Education national program. Updates at PTO Board meetings at least quarterly.

Traditions Chair (2 year): Chair will work overall with all grade level chairs throughout the year. Chair books events and ensures communication with schools through grade level chairs. Good communication and organization are needed.

Enrichment Committee Members and Chairs (one year for members; 2 year for chairs): Work with the Enrichment Committee to preview, book and evaluate the Enrichment activities taking place in our elementary schools throughout the year.

We are in need of grant writing support, as well as general volunteers.

Stay tuned for our annual 'Help Wanted' later this year. There will be many opportunities available for class parents, event and fundraiser chairs, enrichment committee members and general volunteers. Thank you in advance for your commitment to our schools!