

## **PTO openings for the 2019/2020 School Year**

Dear Families, Riverdale Teachers and Staff,

To continue to include everyone and keep our ideas fresh and diverse, the PTO limits the term for any position on the board to 2 years. It's time to start thinking about filling some PTO roles that will become open for the 2019/2020 school year.

The PTO is made up of volunteer teachers & staff and parents & guardians (most of whom also have fulltime jobs), who have children in the school. So, don't feel that you would not be a great asset even if you have work commitments during the day/evening.

Fortunately, many of our current PTO members will be starting their 2<sup>nd</sup> year in office, so any new folks will have the support and guidance from the current members. I too will continue to be an active member of the PTO without holding a board position and will be there to support anyone in their efforts.

Our goal is to have the new elected officers in place by May 2019, so we can introduce them at our last PTO meeting of the year.

Please complete the attached form and return to school with your child or leave it in the PTO box in the office by Monday, March 11<sup>th</sup> (or fill out on line and send back to me if that's easier).

It has been (and still is) my complete pleasure to be fortunate enough to be trusted in the current role of PTO President!

Thank you so much in advance for your consideration and participation!

Feel free to reach out to me directly with any questions at [megzidle@gmail.com](mailto:megzidle@gmail.com)

Sincerely,

Megan Priest

**If you'd like to learn more about the PTO and meet some fellow members and Riverdale parents, please join us at our next meeting at Waterford's, on Wednesday 3/13 at 7:00 PM.**

## **Open PTO positions for the 2019/2020 School Year**

### **President – 1 Opening (outgoing President is Megan Priest)**

The President shall serve as leader and key contact for the PTO; preside at all PTO meetings; act as a member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met.

### **Vice President – 1 Opening (outgoing VP is Michelle Cammarata)**

The Vice President shall act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future.

### **Secretary – 1 Opening (outgoing secretary – Ashley Sarro)**

The secretary shall keep the minutes of all general meetings and all meetings of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTO.

**Co-Treasurers (1 opening) & Sharon LaRose and one opening-** shall be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit.

**Fundraising chairs - Rebecca Huff, Kara Saliba, and Gatis Stintmanis.** We have three people in this position but are always looking for co-chairs as we have about 6 fundraising events/activities throughout the year.

Fundraising chairs shall manage the coordination of the PTO's fall and/spring fundraising activities including a Dedham favorite 'The Riverdale Spring Fair'.

**Arts & Enrichment Coordinator - (1 opening) & Shari King.** The arts and enrichment coordinator aids in the selection and scheduling of the 4-5 in school cultural assemblies that we've grown to love.

**Box Top Coordinator – (1 opening)** be responsible for communicating the Box Top program to Riverdale students and families throughout the years as well as mailing in the Box Tops 2x per year.

**Spring Soccer Snack Shack – (not actually a board position but an important need for this spring. The more the merrier for this one)** helping with the set up and sales of snacks/drinks on Saturdays at Riverdale during spring Soccer Season.

**Please send in completed paper form with your child or deliver to the PTO mailbox in the office by March 11<sup>th</sup>.**

**I am interested in the role of PTO President for the 2019/2020 School Year**

Circle/Highlight one      Yes      No      \_\_\_\_\_  
(name)

**I am interested in the role of PTO Vice President for the 2019/2020 School Year**

Circle/Highlight one      Yes      No      \_\_\_\_\_  
(name)

**I am interested in the role of PTO Secretary for the 2019/2020 School Year**

Circle/Highlight one      Yes      No      \_\_\_\_\_  
(name)

**I am interested in the role of PTO Arts & Enrichment coordinator for the 2019/2020 Year**

Circle/Highlight one      Yes      No      \_\_\_\_\_  
(name)

**I am interested in the role of PTO Box Top Coordinator for the 2019/2020 School Year**

Circle/Highlight one      Yes      No      \_\_\_\_\_  
(name)

**I am interested in the role of PTO Soccer Snack Shack Coordinator for the 2019 Spring soccer season**

Circle/Highlight one      Yes      No      \_\_\_\_\_  
(name)

**I am interested in assisting the Fundraising Coordinators next year.**

Circle/Highlight one      Yes      No      \_\_\_\_\_  
(name)

**\*Dual parents/friends are welcome to take on a role together.**