

South County PTSO
Board Member and Committee Job Descriptions

Board of Directors are elected positions and may also include duties as may be provided from the bylaws or as directed by the Board:

President presides at all membership meetings and Board meetings of the PTSO; is a member ex officio of all committees except the Nominating Committee; oversees the PTSO budget; coordinates the work of the officers and committees of the PTSO; and performs such other duties as may be prescribed by the bylaws or assigned by the PTSO. Requirement: a consistent, high level of involvement throughout the year, including summer months.

Vice-President: Each Vice-President shall act as an aide to the President and performs the duties of the President in his or her absence; is responsible for overseeing PTSO activities as deemed appropriate by the Board; performs other delegated duties as assigned. Requirement: a high to moderate level of involvement throughout the year; may include summer months; specific duties and time commitment are dependent on division of responsibilities between the President and Vice-President.

Recording Secretary records the minutes of all PTSO meetings; keeps the official copy of the bylaws in his or her files; maintains the membership list; and performs other delegated duties as assigned. Requirement: a moderate level of involvement throughout the school year.

Corresponding Secretary maintains the official correspondence of the PTSO; distributes incoming mail to proper officers or committee chairs and performs other duties as assigned. Requirement: a moderate to low level of involvement throughout the school year.

Treasurer maintains and preserves custody of all funds of the PTSO; presents a proposed annual budget to the newly elected officers; keeps a full and accurate account of receipts and expenditures; makes disbursements as authorized by the president, executive board, or organization in accordance with the budget; presents a written financial statement at every meeting or when requested; prepares an annual financial report at the close of the year; files all associated tax returns as required by Federal, state or local law; has accounts examined according to audit procedures; and performs other duties as assigned. Requirement: a high level of involvement throughout the year; may include summer months.

Committee Positions:

Academic Awards: Organize the distribution of the academic letters and pins for students with a 3.8 or above GPA for the previous school year. Collaborate with the SCHS counseling staff. Plan and execute a reception following the ceremony. Requirement: a moderate level of involvement from August-October.

All Night Graduation Party: Organize and run the annual PTSO-sponsored drug and alcohol free ANGP for the senior class, held on graduation night. Requirement: a high level of involvement throughout the year, to include summer months.

Baccalaureate: Organize the annual interfaith Baccalaureate service for graduating seniors, to include invitations, programs, arranging speakers and student performances, assisting with auditions and event coordination.

Baccalaureate Junior Parent Liaisons: Organize and run the reception following the Baccalaureate reception. Includes coordinating food donations, ordering cakes, and recruiting underclass parent volunteers.

Beautification/Gardening: Responsible for improving and maintaining the grounds of the school, including weeding, planting, trimming, and mulching, especially before school and in the fall and spring. Includes coordinating with volunteer coordinator for parent and student volunteers.

Community Outreach: Oversee a small committee that works with the SCHS staff (mostly counselors) to provide services they and the counselors agree are needed to help needy (at risk) students to be able to maximize their learning potential. Services may include school supplies support, access to dress-up attire, lunch account assistance, and any other services that the committee deems appropriate. Chairperson will also serve as a resource for Community Service opportunities for SCHS students.

Directory: Compile and publish the annual SCHS Student Directory for PTSO members. Contact area businesses for interest in purchasing ad space in the directory. Assist membership chairperson with distribution at Back-to-School Night. Requires coordination with the designated printer and school office staff for student contact information. Must be comfortable using automated packages such as spreadsheets and word processing. Requirement: June through September.

Exceptional Education: This liaison serves as a resource for the exceptional education community. Duties include attending meetings, reviewing and reporting on recent activities of the FCPS Advisory Committee for Students with Disabilities, providing relevant information for the PTSO website, and providing periodic reports to the PTSO. Requirement: a low level of activity throughout the school year.

Fundraising:

Amazon.com Book Fair:

Children's Fun Fest: Plan the fun fair activities for the annual South Fairfax Chamber Challenge race event in September at SCHS; coordinate with amusement rental company, school staff, student volunteers, and others as needed, to provide games, prizes, and other fun activities on event day. Requirement: a high level of involvement during the summer through September and low level of involvement in the spring to plan for the following year's event.

Giant A+ Rewards: Serve as the liaison between [Giant Food](#) and SCHS by registering SCHS with Giant Food & obtaining Giant Food Card numbers from SCHS parents/relatives/neighbors during Stallion Stampede and Back to School nights. Enter card numbers into system via computer to earn money for SCHS. Report fundraising progress during PTSO meetings. Requirement: a moderate level of involvement in September and a low level of involvement during the remainder of the year.

Golf Tournament:

SAT Bootcamp and Kaplan SAT/ACT Practice Test: Coordinate with SCHS and PTSO to set-up appropriate time, date, and room availability for practice test or SAT boot camp. Serve as the PTSO liaison when working with Kaplan, Catalyst, or any other College practice test/prep program. Publicize the practice test and/or boot camp prior to each event. Attend the practice test, results night, and boot camps to sign-in students and serve at POC for Kaplan or Catalyst staff. Requirement: Practice test is held 1-2 times/year. Boot camp is held twice a year, the weekend prior to the SAT.

Brick Walk of Fame: Promote, publicize, sell and install engraved brick orders twice a year, once in the fall and once in the spring. Prepare order form for back to school packets and update form as needed. Communicate with purchasers after bricks are installation.

Health, Safety & Parenting: Keep the PTSO informed on welfare issues such as health, substance abuse, teen driving, and violence. Promote school and family safety. Research and organize appropriate and informative educational programs to present to the SCHS community for PTSO General Membership meetings as well as any special parent forum during the school year. This would include programs such as Saturday Night in the Suburbs, "The Perils of the College Drinking Culture", and *Race to Nowhere*. This position can either be done as one committee or shared with a "Programs" Committee.

Historian: Involves documenting all the PTSO-sponsored programs and events available for our students, faculty, staff and families at South County. No photography experience required. After taking the pictures select those with the most students and/or staff at the event and display them in the PTSO display case near the front office. Update photos in display case as needed. Requirement: one to two times a month coming into the school to take photographs. This is best done with two people as there are photo ops that are simultaneous during the beginning and end of the school year.

Honor Roll: These are recognition events supported by the PTSO to recognize students who make the Honor Roll, a 1st quarter ceremony (held at night) and a 2nd quarter (held during the day). Coordinate refreshments and volunteers to help set up and serve in the cafeteria. The committee has the flexibility to plan (with approval of the PTSO board and administration) new and creative ways to celebrate student achievement.

Hospitality: Organize and coordinate breakfast and luncheon for faculty and staff, to include the **Back to School Welcome Breakfast** in August and **Teacher Appreciation Luncheon** in May. Responsibilities are

often divided by hospitality event. May require coordinating additional smaller hospitality events during the year.

Legislation: Serve as the liaison for the PTSO on legislative issues. Monitor activities of the School Board and local/state legislative bodies to provide information to our Membership related to areas of concern.

Membership: Encourage and promote PTSO membership amongst SCHS families, students, faculty, staff and community. Enroll members, collect membership dues, and maintain an up-to-date list of current members. This includes revising Membership Form as needed, collecting registrations during the Stallion Stampede, Back-to-School Night, and throughout the school year, and distributing the annual SCHS Student Directory at Back-to-School Night. Coordination of this program can be done primarily from home. Requirement: a high level of involvement at the beginning of the school year followed by a moderate to low level of involvement through the remainder of the year.

Minority Student Achievement Parent Committee: Represent the views and needs of minority groups on PTSO issues. Work closely with staff Parent Liaison and MSPAC advisors on issues of diversity and multiculturalism. Duties include attending meetings of the Fairfax County Minority Student Achievement Oversight Committee and providing periodic reports to the PTSO. Requirement: a moderate level of activity throughout the school year.

Newsletter: Publish the PTSO Mane E-vent monthly; contact PTSO Board and Committee Chairs and other SCHS POCs by email for monthly input.

Odyssey of the Mind: Coordinator is responsible for implementing the program; secures initial school support and funding for the program through PTSO; registers the school with the national Odyssey of the Mind organization; facilitates the creation of teams through advertising and student/parent information meetings; ensures each team has a trained parent coach to conduct regular team meetings (formal training offered through the Odyssey of the Mind organization). The coordinator answers coach questions, addresses issues, and ensures teams/coaches meet mandatory milestones throughout the season. The coordinator ensures teams and the Odyssey of the Mind program receive appropriate press coverage.

PTSO Inventory: maintain and organize PTSO inventory and replenish as needed. Serve as the POC for groups and individuals within SCHS for tablecloth reservations; ensure tablecloths are washed by borrower and returned to inventory in a timely manner. PTSO events have priority use of tablecloths. (This position is currently maintained by the Corresponding Secretary.)

PTSO Scholarship Committee: Lead the Scholarship Committee. Oversee recruitment and selection of volunteers for Scholarship Committee who will select recipients. Oversee Scholarship Committee meetings. Update Scholarship information on PTSO website annually; prepare and distribute applications; collect applications and screen for completion; distribute to committee members for

review; with committee members, review procedures for scoring. Respond to inquiries about the Scholarship Program. Coordinate with Career Center to notify all applicants of the scholarship selection results. Present scholarship at recipient's awards program. Publicize recipients of scholarship(s) on PTSO website and in Mane e-Vent.

Science Fair: Organize and coordinate volunteers, food/beverage donations, and refreshments for all Science Fair student participants. Assist with set-up and clean-up as needed. Involves coordinating with faculty Science Fair coordinator, Science Honor Society sponsor, PTSO Volunteer Coordinator, and Cafeteria Manager. Requirements: a moderate level of involvement for one month, beginning in January.

Spirit Store: Responsibilities include maintaining the PTSO spirit items inventory and promoting and selling items at high-attendance SCHS events. (This position is currently maintained by the PTSO President.)

Sunshine Committee: Coordinate support for SCHS families in need and/or facing a life altering event such as illness or death. The type of support varies upon the circumstances. The committee should use its discretion for special circumstances and seek guidance from administration and the PTSO Board.

Volunteer Coordinator: Compile responses from Volunteer Form, create database of volunteer names with contact information, and provide names of volunteers to school and PTSO committees as needed. Recruit volunteers for specific jobs as requested by faculty and staff and provide lists of recruited volunteers to requesters. Requirement: a high level of involvement at the beginning of the school year followed by a moderate to low level of work through the remainder of the year.

Webmaster: Responsible for creating, maintaining and updating the PTSO website. Requirement: a moderate level of involvement in August and September. During the remainder of the year, about (1) hour per week for updates.