

## **HMS PTO OPEN BOARD POSITIONS (as of May 1, 2012)**

### **Open General Board Positions**

**After School Clubs. (3 Open Positions)** Organize two sessions of clubs for fall and winter. Responsibilities include developing creative and fun offerings for both boys' and girls' interests; recruiting teachers and outside groups to teach the clubs; preparing and completing all registration materials; communicating the clubs program to parents on the PTO home page and in the *Highcrest Headlines*, and to students in the daily bulletin and cafeteria announcements; coordinating security checks for non-District 39 teachers; and maintaining club costs within budget guidelines.

**Book Fair. (2 Open Positions)** Co-chairs are responsible for planning and carrying out the annual book fair, which includes working with school staff, administration, a book fair company, and parent volunteers. Time commitment is high during planning and execution of the book fair, lasting about one to two months.

**Yearbook – (2 Open Positions)** Co-chairs are responsible for supervising the marketing, communications and creation of the yearbook. They also take pictures and create the yearbook.