



## Hynes Lakeview PTO Vice President Job Description

PTO is actively recruiting PTO members for vacant Officer positions. Join our officer team and execute exciting PTO initiatives for our wonderful community. Please consider sharing your time & talents with our Hynes community!

### **Role Overview:**

The Hynes Lakeview PTO Vice President supports all PTO Events and coordinates all the behind the scenes logistics to ensure smooth operations of the PTO.

### **Duties of the PTO Vice President:**

- Act as the lead on major PTO Events, such as Back to School BBQ, 1st Day School Supplies, and Grandparents day.
- Act as lead event point of contact between event planning teams (BBQ, Spooktacular, Sweetheart's Dance, Spring Fair, Golf Tournament) and PTO Officers.
- Help manage the Spirit Store, providing assistance to Spirit Store managers.
- Assist the Uniform Exchange Committee by planning dates for exchanges and ensuring they have all necessary resources
- Prepare events based fundraising updates for PTO Officers and full PTO membership meetings.
- Secure gift for Grandparents'/Special Guest Day PTO gift in August.
- Secure PTO Volunteer appreciation gift for end of the year presentation in April/May timeframe.
- Order food for PTO events (Tears and Cheers, Teacher Appreciation Week, 1st Day School Supplies, etc)
- If PTO President is ever unavailable, temporarily act as PTO President and make any necessary decisions during that time.

### **Duties of all PTO Officers:**

- Prepare for and attend monthly PTO Officer meetings to plan for the month ahead. (Approximately 2 hours)
- Assist on site with major PTO Events (Back to School BBQ, Spooktacular, Fair, and HMC Golf Tournament, etc.)
- Act as a liaison between families and Hynes school administration, surfacing areas of need the admin and/or PTO need to improve on.
- Attend bi-annual PTO Full Board meetings, voting on formal motions required by PTO bylaws. (Approximately 30-45 minutes)
- Assist in recruiting volunteers for all PTO related activities, from new officers to event team leads to day of volunteers.

This role is a 2 year term, beginning July 2026 and ending June 2028. To learn more, contact [hynes.pto@gmail.com](mailto:hynes.pto@gmail.com).

The purpose of the PTO is to support through fundraising and other volunteer efforts the furtherance of high standards of education, training, and practice at Edward Hynes Charter School-Lakeview.