



2021-2022 Open Mountainside PTO Executive Board Positions

The below roles are open executive board positions for the 2021-2022 school year. If you are interested in running for an open position, please send an email with your intent to Cheryl Isbirian at cherflair@gmail.com by Wed March 31st.

Secretary (2-year term) - takes minutes at PTO board meetings, sends reminders for monthly PTO board meetings including treasurer reports, minutes and agendas, completes building use forms for all PTO events once PTO calendar is approved, and any other duties assigned by the President/EVP.

Grade 3-5 VP (2-year term) - serves as liaison for grades 3-5 to coordinate field trip payments with treasurer, assists with collecting party money and contacting class party parents for those grades as needed, coordinates and plans the end of year PTO installation dinner with the PK-2 VP, coordinates and purchases ice pops for 3-5 field day, board liaison for assigned PTO events, and any other duties assigned by the President/EVP.

Grade 6-8 VP (2-year term) - serves as liaison for grades 6-8 to coordinate field trip payments with treasurer, assists with collecting party money and contacting class party parents for those grades as needed, coordinates and purchases ice pops for 6-8 field day, serves as board liaison for assigned PTO events, assists and oversees committee chairs for 8th grade activities including money collection, and any other duties assigned by the President/EVP.

EVP (Co-EVP optional) (1-year term with transition to PRESIDENT for the 2nd year) - assists President with setting calendar of events, assists with beginning of year letter and membership packet, assists with editing directory, compiles committee volunteer lists and sends them to committee chairs, attends monthly meeting along with President, serves as board liaison for assigned events, assists President and treasurer for any duties necessary.