

## BOARD POSITIONS

<b>President</b>	<ul style="list-style-type: none"> <li>• Coordinates the work of officers and committees,</li> <li>• Serves as ex-officio committee member and planning groups,</li> <li>• Presides over the monthly board and full-school meetings,</li> <li>• Meets with the principal on a regular basis to go over PTO activities and school needs/requests,</li> <li>• Votes on non-budget items and any new business.</li> <li>• <b>TIME COMMITMENT:</b> 1-3 hours/week depending on time of year, ongoing.</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Assists the president and carries out the president's duties in his or her absence or inability to serve,</li> <li>• Attends the town PTO meetings to represent Bancroft (once every 3 months),</li> <li>• Votes on non-budget items and any new business.</li> <li>• <b>TIME COMMITMENT:</b> 1-3 hours/week depending on time of year, ongoing.</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Creates the annual budget,</li> <li>• Ensures spending is in line with budget,</li> <li>• Reconciles bank account and maintain support for spending and deposits,</li> <li>• Pays/reimburses vendors, teachers, parents timely,</li> <li>• Prepares and file tax returns (federal, state, 1099, raffle),</li> <li>• Maintains PTO insurance coverage,</li> <li>• Votes on non-budget items and any new business.</li> <li>• <b>TIME COMMITMENT:</b> 3-4 hours/month depending on time of year, ongoing.</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Attends all PTO meetings, take attendance and notes throughout the meeting to be posted on the public website,</li> <li>• Votes on non-budget items and any new business.</li> <li>• <b>TIME COMMITMENT:</b> 2-3 hours/month depending on time of year, ongoing.</li> </ul>
<b>Communications Chair</b>	<ul style="list-style-type: none"> <li>• Oversees the PTO communication methods, including but not limited to the newsletter, website, and social media channels,</li> <li>• Works with the room parent coordinator on communications as needed throughout the school year,</li> <li>• Prepares and publishes the monthly newsletter and any special “blasts” throughout the remainder of the month for time sensitive events or other matters,</li> <li>• Translates the newsletters into multiple languages and populates on the website archive,</li> <li>• Publish quarterly printed, take-home flyers summarizing upcoming PTO events,</li> <li>• Votes on non-budget items and any new business.</li> <li>• <b>TIME COMMITMENT:</b> 5-6 hours/month depending on time of year, ongoing.</li> </ul>
<b>Community Awareness Chair</b>	<ul style="list-style-type: none"> <li>• Encourages respectful communication and awareness relative to areas of difference among all members of the Bancroft community,</li> <li>• Represents the PTO as part of the school and district C3 committee meetings,</li> <li>• Oversees Heritage Night,</li> <li>• Votes on non-budget items and any new business.</li> <li>• <b>TIME COMMITMENT:</b> 1-2 hours/month depending on time of year, ongoing.</li> </ul>
<b>Community Events Chair</b>	<ul style="list-style-type: none"> <li>• Plans and coordinates parent social and community events throughout the school year,</li> <li>• Oversees the Community Events committee,</li> <li>• Votes on non-budget items and any new business.</li> <li>• <b>TIME COMMITMENT:</b> 2-3 hours/month depending on the time of year, ongoing.</li> </ul>
<b>Environmental Chair</b>	<ul style="list-style-type: none"> <li>• Encourages the students, staff, faculty, and parents to think and act responsibly in matters relating to natural resource consumption,</li> <li>• Maintains environmental projects and efforts throughout the school year,</li> <li>• Votes on non-budget items and any new business.</li> <li>• <b>TIME COMMITMENT:</b> 1-2 hours/month depending on time of year, ongoing.</li> </ul>

<b>Fundraising Chair</b>	<ul style="list-style-type: none"> <li>Oversees individual fundraising events,</li> <li>Ensures that all fundraising events adhere to the guidelines set forth by the Commonwealth of Massachusetts and the Attorney General,</li> <li>Votes on non-budget items and any new business.</li> <li>TIME COMMITMENT: 3-4 hours/month depending on time of year, ongoing.</li> </ul>
<b>Hospitality Chair</b>	<ul style="list-style-type: none"> <li>Oversee the staff events and volunteers/budget associated with them (appreciation week, luncheons, breakfasts, care/concern/congratulatory gifts),</li> <li>Monitors the community for needs and coordinates care and outreach,</li> <li>Votes on non-budget items and any new business.</li> <li>TIME COMMITMENT: 1-2 hours/month depending on time of year, ongoing.</li> </ul>
<b>ACTIVITY COORDINATORS</b>	
<b>Art Coordinators (2)</b>	<p>Assists with the art show planning throughout the school year, works with Bancroft Art Teacher to assist with art projects, including but not limited to Art to Remember.</p> <p>TIME COMMITMENT: &gt; 1 hour/month, depending on time of the year, ongoing.</p>
<b>Backpack Drive Coordinators (2)</b>	<p>Works with Bobcat to determine the number of students who need assistance prior to the start of the school year, coordinate a SUG for backpack and supply donations by grade, review donations and backfill missing items, deliver to the school for distribution.</p> <p>TIME COMMITMENT: 4-5 hours in August.</p>
<b>Bancroft Bucks Coordinators (3)</b>	<p>Works in conjunction with the Fundraising Chair to plan the annual Bancroft Bucks fundraiser: designing and ordering raffle prizes, ordering and distributing raffle tickets, collecting incoming donations and distributing prizes, collecting unsold tickets, reporting on the winning tickets and distributing cash prizes.</p> <p>TIME COMMITMENT: 10 hours in August/September.</p>
<b>Class Art Coordinator (2)</b>	<p>Coordinates volunteers and assists with the grade level artwork (1 piece per grade) that are part of the fall silent auction.</p> <p>TIME COMMITMENT: 2-3 hours in October.</p>
<b>Communications: Room Parent Coordinator (1)</b>	<p>Meet with room parents at the beginning of the year and walk them through responsibilities, coordinate communications throughout the year that are classroom/grade specific, answer questions from room parents throughout the year, maintain the Room Parent FAQ on the website.</p> <p>TIME COMMITMENT: 3-4 hours in September, ongoing 1-2 hours a month throughout the school year.</p>
<b>Communications: Social Media Specialist (1)</b>	<p>Regularly post on our three social media accounts (Facebook, Twitter/X and Instagram) with upcoming events, event recaps, community events and more. Content will be provided by the Communications Chair – graphics development training can be provided if interested!</p> <p>TIME COMMITMENT: 3-4 hours a month, ongoing.</p>
<b>Communications: Staff Liaison (1)</b>	<p>Create monthly newsletters that are specifically for the Bancroft staff, and update the Staff page on the PTO website. No web development experience necessary.</p> <p>TIME COMMITMENT: 2-3 hours a month, ongoing.</p>
<b>Communications: Website Administration (1)</b>	<p>Update the bancroftpto.org website regularly with new events, photo galleries from completed events, news posts and more. No web development experience is necessary, we can train you! But if you have WordPress/DIVI experience, you'd have a leg up 😊.</p> <p>TIME COMMITMENT: 3-4 hours a month, ongoing.</p>

<b>Community Awareness Committee (5)</b>	<p>These committee members assist the Community Awareness Chair in his or her mission, including but not limited to assisting with events or activities related to the school or district C3 initiatives, extra hands for Heritage Night, etc.</p> <p>TIME COMMITMENT: Less than one hour a month, ongoing.</p>
<b>Community Events Committee (5)</b>	<p>These committee members assist the Community Events Chair in his or her mission.</p> <p>TIME COMMITMENT: Less than one hour a month, ongoing.</p>
<b>Cultural Arts Coordinators (2)</b>	<p>Works with the school Cultural Arts liaison (currently Mindy O’Neill) in planning and implementing cultural arts and curriculum enrichment programs throughout the year. The coordinators will reach out to past and new presenters and coordinate timing and contracts, as well as create and maintain the volunteer SUG. Mindy will survey the teachers about what worked well/what needs to change from the previous year’s guests and will coordinate with the school calendar and communicate to the teachers &amp; volunteers upcoming events.</p> <p>TIME COMMITMENT: 3-4 hours in July/August for scheduling &amp; planning purposes, 1-2 hours a month ongoing throughout the school year for volunteer coordination and rescheduling visits due to inclement weather or last-minute cancellations.</p>
<b>Garden Committee (4)</b>	<p>Maintains the Bancroft Garden: preparing for winter, clean-up and replanting in the spring, watering. Organize garden volunteers.</p> <p>TIME COMMITMENT: 2-3 hours in the late fall, 4-5 hours in the spring and ongoing maintenance for watering/weeding (less time with more hands).</p>
<b>Green Team &amp; Environmental Club Committee (5)</b>	<p>These committee members assist the Environmental Chair in his or her mission, maintaining environmental projects and efforts throughout the school year.</p> <p>TIME COMMITMENT: Less than 1-2 hours a month, ongoing.</p>
<b>Hospitality, Care &amp; Concern Coordinators (3)</b>	<p>Works with the Hospitality chair to purchase gifts for teachers, staff, and families with events such as births and/or deaths of family members.</p> <p>TIME COMMITMENT: Less than an hour a month, ongoing.</p>
<b>Learning Labs Coordinators (3)</b>	<p>Coordinates and plans the winter and spring Learning Labs before and after school sessions, including but not limited to reaching out instructors and scheduling sessions, coordinating appropriate space at the school with the administration and/or district Facilities team, creating a catalog with details for each session, creating an SUG for signups, coordinating weather or illness related cancellations/makeup sessions, and communication with parents.</p> <p>TIME COMMITMENT: 12-14 hours, 2x/year (October-December, February-April).</p>
<b>Library Coordinators (3)</b>	<p>Work with the media specialists to coordinate parent volunteers for in-school help during library classes. Create/maintain a volunteer SUG for each class timeslot throughout the year.</p> <p>TIME COMMITMENT: 1-2 hours month, ongoing.</p>
<b>MakerStudio Coordinators (3)</b>	<p>Volunteer in the MakerStudio to help clean, organize, oversee the room, and manage supplies. The schedule is flexible and ideally one or two can volunteer, on a rotating schedule once a week, while the classroom is empty (usually midday during lunch). Work with the Media Specialist to coordinate.</p> <p>TIME COMMITMENT: 1 hour a week, ongoing.</p>
<b>Parent to Parent/Family to Family Liaison (3)</b>	<p>Attend parent to parent programming meetings, report back on new activities and volunteer needs at the bimonthly full school PTO meetings, and work with Bobcat to Bobcat to coordinate scholarships for Bancroft students in need.</p> <p>TIME COMMITMENT: 2-3 hours month, ongoing.</p>

<b>School Building Supplies Coordinator (1)</b>	<p>Purchase Clorox wipes, tissues, paper towels for school, work with the office staff to coordinate when refills are necessary.</p> <p>TIME COMMITMENT: 1 hour month, ongoing.</p>
<b>School Photographer /Media Liaisons (3)</b>	<p>Attend and take pictures/video at PTO events, and act as liaison between Bancroft and media outlets when necessary.</p> <p>TIME COMMITMENT: 1-2 hours month, ongoing.</p>
<b>Spiritwear Coordinator (1)</b>	<p>Hold and maintain the inventory of the SUG-based spiritwear (Zazzle ships direct by order), reorder when inventory is low, process orders received through the SUG and deliver (mostly in school via student's backpack, or to home if requested rarely).</p> <p>TIME COMMITMENT: 2-3 hours month, ongoing.</p>
<b>Student Directory Coordinators (3)</b>	<p>Reach out to local businesses and sell ad space in the printed directory to help offset printing costs, update the annual look ahead calendar,</p> <p>TIME COMMITMENT: 8-10 hours, June-September.</p>
<b>Theater Coordinators (3)</b>	<p>Plan and coordinate the annual school play. Find and meet with an outside director, find a Bancroft teacher to assist, choose a show and secure the rights/order materials, put out a SUG for 3<sup>rd</sup>-5<sup>th</sup> graders to signup/audition, coordinate parent volunteers to assist with costumes, sets, props, makeup/hair, programs, photography and other needs, coordinate with an outside company for lights/sound, assist during rehearsals as needed.</p> <p>TIME COMMITMENT: 20-30 hours February-April, with some small planning time needed prior to that (2-4 additional hours)</p>
<b>Yearbook Coordinators (4)</b>	<p>Put a call out to parents to contribute photos for the fifth-grade class from K through current day, create a digital repository for the photo contributions, coordinate the fifth-grade student photo with the photography studio (O'Connors), design and publish a 64-page yearbook to be given to the kids at the end of the year. The PTO has a library of past yearbooks for inspiration, and we will show you how the software (Pixami) works, no experience necessary!</p> <p>TIME COMMITMENT: 25-30 hours, February-April (earlier if you want to get a head start on the younger years!)</p>
<b>Video Slideshow Creator (1)</b>	<p>Using the yearbook photo contributions and more current material from the fifth-grade class, design a 10-15 minute slideshow for their moving up ceremony, set to music for kindergarten through current day.</p> <p>TIME COMMITMENT: 5-8 hours, April/May</p>
<b>EVENTS</b>	<p><i>Past and current PTO members are working on putting together a library of instructions that detail how events have been coordinated to date. This does not mean you have to stick to what has been done in its entirety, but it will act as a good starting point or a full-blown plan, whatever you prefer. If you volunteer for one of the following positions, someone will reach out with this guide.</i></p>
<b>Event Planning: Book Fair (3)</b>	<p>Works with Fantastic Books to plan two in-school, weeklong book fairs, Fall and Spring, as well as one parent shopping night during each of those weeks. Coordinate volunteers to help with classroom shopping and run the registers, set up and breakdown of the books before and after the fairs, and working with the Bancroft media specialists to select books to order for the school library.</p> <p>TIME COMMITMENT: 14-20 hours twice a year (October and April)</p>
<b>Event Planning: Community Read Along (3)</b>	<p>Coordinate the annual Community Read Along. Work with the principal/PTO president to set a date, reach out to community members and ask them to attend with the book(s) of their choice, assign them to a classroom, coordinate a welcome reception in the front lobby and</p>

	<p>students to bring them to their room assignment, setup snacks from parent volunteers in the lobby for after their reading time is complete.</p> <p>TIME COMMITMENT: 5-10 hours (March)</p>
<b>Event Planning: Fifth Grade Moving Up Day Ceremony (3)</b>	<p>Traditionally done by one or more 4<sup>th</sup> grade parents (so 5<sup>th</sup> grade parents can enjoy the day), this entails decorating the outside of the school, the inside stage/cafeteria area, and procuring cake for the fifth graders and their families for their moving up ceremony (traditionally the day before the last day of school).</p> <p>TIME COMMITMENT: 2 hours (June)</p>
<b>Event Planning: Fifth Grade Moving Up Day Celebration (3)</b>	<p>Coordinate a full-class party at a location outside of the school for the fifth-grade class to celebrate after the moving up ceremony. Secure a venue, coordinate food, entertainment and volunteers.</p> <p>TIME COMMITMENT: 5-10 hours (planning begins early in the year, party occurs in June)</p>
<b>Event Planning: Halloween Festival (5)</b>	<p>Plan an outdoor Halloween Festival for the school, traditionally held the weekend (Sunday) prior to Halloween. Work with Facilities to book out the space and coordinate a rain date, set up food, games, entertainment and something on theme (previous years have included a haunted house).</p> <p>TIME COMMITMENT: 10-15 hours (planning begins in August, part occurs in October)</p>
<b>Event Planning: Heritage Night (2)</b>	<p>Plan an indoor event for families to showcase their individual heritage. Coordinate tables by country, entertainment to be held on stage (ie. dances, storytelling, craft demonstrations, etc), potluck food to be brought in and sampled by attendees, update the digital cookbook with family-contributed recipes, create country specific stamps and passports for kids to use while “traveling” from table to table.</p> <p>TIME COMMITMENT: 10-15 hours (planning begins in early October, event occurs in November)</p>
<b>Event Planning: Incoming Kindergarten Activities (3)</b>	<p>Create color coded name tag stickers for each incoming student attending the Kindergarten sneak peek event (May) and the orientation (June/August), refresh and print the PTO information flyer and coloring page for the take home packets, talk to the incoming parents about the PTO, decorate the outside of the school for the events (balloons/signs), provide “swag” to incoming students, arrange for 2-3 playdates to occur on the Bancroft playground over the summer (the last to take place just before Sept., and to coordinate nametag stickers with their classrooms).</p> <p>TIME COMMITMENT: 6-8 hours (May-August)</p>
<b>Event Planning: Progressive Dinner (3)</b>	<p>Working alongside the Community Events Chair and Committee, seek out host houses (appetizer, dinner (6-8) and dessert), coordinate guests and house assignments.</p> <p>TIME COMMITMENT: 6-8 hours (planning begins in February, event in May)</p>
<b>Event Planning: Scarecrow Festival (3)</b>	<p>Help oversee the creation of 3 of the 5 Bancroft scarecrows for the Fall Festival downtown. Design and build the scarecrows to theme, or find Bancroft related groups that would like to participate. Includes putting up all the Bancroft scarecrows and taking them down at the completion of the festival.</p> <p>TIME COMMITMENT: 3-4 hours (October)</p>
<b>Event Planning: Science Fair (2)</b>	<p>Organize this one-time event for Bancroft students, including the purchase and distribution of posterboards prior to the event, reviewing each project with the student participants the night of the event.</p> <p>TIME COMMITMENT: 3-4 hours (February)</p>

<b>Event Planning: Silent Auction (2)</b>	<p>Coordinate the annual silent auction, traditionally kicked off the night of the Halloween Festival. Contact and solicit donations from local businesses, larger corporate businesses and families, catalog and present those items on GalaBid (online auction software), deliver physical items to the winners post-auction close, coordinating non-physical items with the winners (ie. Staff for the Day).</p> <p>TIME COMMITMENT: 15-20 hours (planning begins in August, event occurs in October through early November).</p>
<b>Event Planning: Sports Night(s) (3)</b>	<p>Coordinate Bancroft-themed nights with local sports (past examples include Lowell Spinners, UMass Lowell hockey, Merrimack College ice hockey and basketball). Commit to a night and advertise it with a sign up for tickets.</p> <p>TIME COMMITMENT: 1-3 hours per event</p>
<b>Event Planning: Spring Fling (3)</b>	<p>Pick a theme (past themes have included Glitter &amp; Gold, Out of This World, Welcome to the Jungle, Under the Sea), establish a planning/decorating committee, source/make decorations, book/plan entertainment, solicit raffle basket donations, and run the 2-hour all-school dance on a Friday evening in May.</p> <p>TIME COMMITMENT: 15-20 hours (planning begins in March, event occurs in early May, traditionally on the half day)</p>
<b>Event Planning: Spring Fun Run &amp; Ice Cream Social (3)</b>	<p>Organizes this one-time event at Bancroft for students and families, designing a course (outside and inside, depending on weather), provide incentives for additional laps run, coordinate by grade, provide additional entertainment (ie. DJ) and work with APS Food Services to set up an ice cream sundae buffet.</p> <p>TIME COMMITMENT: 8-10 hours (planning begins in April, event in late June).</p>
<b>Event Planning: Staff Appreciation Luncheon (3)</b>	<p>Plan a themed, catered lunch for the Bancroft staff (working with the Staff Appreciation Week committee to coordinate) to be served during the school day (11am-1pm roughly). Setup food and drinks, request donations of items and/or money based on needs, coordinate with a local restaurant to cater, clean up.</p> <p>TIME COMMITMENT: 2-3 hours (May)</p>
<b>Event Planning: Staff Appreciation Week (3)</b>	<p>Plan a week's worth of treats for our incredible Bancroft Staff to celebrate Teacher/Staff Appreciation Week. This traditionally has a theme associated with it, and each day has a different surprise (stocked up teacher's lounge, snack cart traveling around classrooms, breakfast, and a gift at the end of the week). Publish a SUG requesting item and monetary donations from parents.</p> <p>TIME COMMITMENT: 8-10 hours (May)</p>
<b>Event Planning: Staff Beginning of Year Breakfast (3)</b>	<p>Work with local restaurant(s) to coordinate breakfast for the full Bancroft staff the day before students return to school. To be set up and held in the cafeteria prior to their meetings beginning, then broken down in the early afternoon.</p> <p>TIME COMMITMENT: 2-3 hours (August)</p>
<b>Event Planning: Staff End of Year Luncheon (3)</b>	<p>Work with local restaurant(s) to coordinate lunch for the full Bancroft staff on the last day of school (typically a half day). To be set up and held in the cafeteria right after dismissal, then broken down/cleaned up 1-2 hours later.</p> <p>TIME COMMITMENT: 2-3 hours (June)</p>
<b>Event Planning: Staff Winter Luncheon (3)</b>	<p>Work with local restaurant(s) to coordinate lunch for the full Bancroft staff on the in December (typically a half day). To be set up and held in the cafeteria right after dismissal, then broken down/cleaned up 1-2 hours later.</p>

	TIME COMMITMENT: 2-3 hours (December)
<b>Event Planning: Talent Show (3)</b>	<p>Send out SUG for talent signups, collect music/slides/details for each act, compile into premade PowerPoint template, create program and stage instructions for each act, run the rehearsal and the full show on the Bancroft stage.</p> <p>TIME COMMITMENT: 10-12 hours (planning begins in January, the event can occur in March or April, depending on the school play and other district related activities such as band/chorus/ORFF).</p>