

# **Parent Coffees & Seminars Chair Job Description**

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## **Randolph PTO**

**Role:** Plans and supervises one morning parent coffee each quarter, and two evening parent seminars, per school year.

**Skills/Competencies:** Must be competent in using email. Organized and hospitable. Able to work with the principal. Somewhat flexible schedule required.

**Time Commitment:** This role is a full-year commitment. Time commitment will vary—coffees/seminars will require a greater time commitment, but in general this position will require about 1 hour weekly all school year. Attend monthly PTO Board meetings.

### **General Job Description:**

- With aid of school Administration & PTO Board, identify topics or speakers.
- Work with Principal to plan and schedule coffees and seminar topics.
- Publicize the events through the E-blast, Connect Ed telephone system, and other appropriate methods.
- Supply small snacks/coffee at each event while remaining within budget.
- Provide updates on committee activities during monthly PTO meetings.

### **Non-negotiables:**

A minimum of one coffee per quarter and two seminars per school year must be scheduled, at principal's discretion. Attendance at the majority of PTO meetings. Membership in the PTO. Registered volunteer with CMS.

**Reports "through":** VP Parent & Student Support

**Elected by:** PTO Board for 1-year term

**2016/17 Chair & Contact Information:** Heather Gunter, heather.gunter@att.com