

Volunteer Chair & Co-Chair Position ACS Parent Teacher Organization (PTO)

Job Title: Ada Christian School PTO Mother/Son Chair/Co-Chair

GENERAL JOB DESCRIPTION

Mother/Son chairs and co-chairs have a key role in providing an opportunity for mothers and sons to bond and have a fun time. The Mother/Son event is one of the more fun events to plan and the boys will LOVE you for it! If you like to plan parties then this event is for you.

MAJOR DUTIES AND RESPONSIBILITIES

Manage all aspects of the event planning process, including ticket sales, decorations, venue, and promotions

Facilitate a minimum of two Mother/Son face to face committee meetings

Recruit and manage volunteers if needed

Attend and oversee all aspects of the event including set up and clean up

Secure a venue for the event

Plan and purchase food and drink items

MINOR DUTIES AND RESPONSIBILITIES

Communicate progress with your PTO liaison

Attend the PTO kickoff meeting

QUALIFICATIONS FOR THE JOB

Should like to plan and organize parties and pay attention to details.

Good time management and communication skills needed.

TIME COMMITMENT

Approximate time commitment is 20 hours over a period of months for the entire event.

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Signature

Signature

Signature

Date

Tentative Timeline

August	Attend PTO Kickoff Meeting
October	Facilitate Mother/Son face to face meeting Determine date, venue, activity, theme, and food Review allotted budget
2 Months prior to the event	Create an invitation
6 weeks prior to the event	Send out invitation to all ACS boys Facilitate Mother/Son face to face meeting Discuss details and assign tasks Determine picture taking plan Confirm venue location and details
4 weeks prior to the event	Promote your event, weekly, through the Ada Connection Create a sign up link for volunteers if needed
1-1/2 to 2 weeks prior to the event	Tally RSVPs
1 week prior to the event	Purchase food, decorations, etc. Complete other errands necessary to complete the event
Day of the event	Set up Place and guide volunteers if needed Prepare food, stock, and refill Prepare games if needed Facilitate the progression of the event Clean up