

BBHES PSO  
Committee Chair Responsibilities

Thank you for your interest in volunteering for a Committee Chair position for the BBHES PSO! Detailed below are the general responsibilities of the Committee Chairs. Committee Chairs are responsible for overseeing and executing all details of their committee; committee members may be added to the committees to help with details.

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**General Committees**

5th Grade Gift (T-shirt)

- Time Frame: August to November
- Approximate Time Commitment: 10 hours
- Responsibilities:
  - Design t-shirt graphic
  - Contact companies to obtain pricing for t-shirts
  - Collect t-shirt sizes from all 5th graders and teachers/specialists
  - Coordinate ordering and distribution of t-shirts
  - Finalize payment to vendor and reimbursement (if needed)

5th Grade Variety Show

- Time Frame: January to April
- Approximate Time Commitment: 25 hours
- Responsibilities:
  - Coordinate the date and location of the event (spring)
  - Coordinate dates and location for try-outs and rehearsals
  - Communicate details via the PSO weekly email, website and FB group
  - Recruit volunteers for the event using the PSO sign-up genius account
  - Procure supplies or decorations for the event
  - Be present at the event, oversee set-up and clean-up

After School Clubs (Art, Lego, Chess, Language)

- Time Frame: August to May (majority in the fall to set-up for the year)
- Approximate Time Commitment: 5 hours
- Responsibilities:
  - Coordinate details of dates, times and locations with respective vendor
  - Communicate registration information to families via the PSO weekly email, website and FB group
  - Work with 1st VP to ensure that facility requests are completed

Council Delegate

- Time Frame: September to May
- Approximate Time Commitment: 3 hours/month
- Responsibilities:
  - Attend monthly PSO Council meetings (typically the 1st Thursday of the month)
  - Attend monthly BBHES PSO meeting and present important information from the PSO Council meeting

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**General Committees (continued)**

School Supply Kits

- Time Frame: January to July
- Approximate Time Commitment: 5 hours
- Responsibilities:
  - In the spring, obtain grade level supply lists from BBHES administration
  - Coordinate details of timing and needs with 1st Day School Supplies
  - Communicate purchasing information to families via the weekly PSO email, website, and FB group.
  - Coordinate distribution of flyers (if provided)

Sunshine Committee

- Time Frame: August to June
- Approximate Time Commitment: 5 hours/month
- Responsibilities:
  - Handle formal PSO correspondence to teachers and staff for life events (congratulations, condolences, etc)
  - Obtain listing of staff birthdays. Send birthday cards and small gift at appropriate time

Yearbook

- Time Frame: August to March
- Approximate Time Commitment: 25 hours
- Responsibilities:
  - Collect pictures from activities through the first half of the year
  - Utilize the [yearbook.bbhesps@gmail.com](mailto:yearbook.bbhesps@gmail.com) address to collect pictures from families
  - Coordinate with Ripcho on the layout and pictures to be included in the yearbook
  - Communicate information about yearbook sales via the PSO weekly email, website and FB group.

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**Social Events**

Elementary Tailgate Night

- Time Frame: August/September
- Approximate Time Commitment: 15 hours
- Responsibilities:
  - Coordinate date and location of the event (the district chooses the date of the event);
  - Secure food vendors for the event;
  - Plan activities for the event and procure the necessary supplies (face painting, tattoos, pom poms, etc);
  - Coordinate with janitorial contacts for any tables or trash cans needed;
  - Recruit volunteers for the event using the PSO sign-up genius account;
  - Communicate details via facebook, PSO website, and the weekly PSO email.
  - Be present at the event, oversee set-up and clean up.

Welcome Back Party

- Time Frame: August/September
- Approximate Time Commitment: 15 hours
- Responsibilities:
  - Secure food vendors for the event;
  - Plan activities for the event and procure the necessary supplies;
  - Coordinate with janitorial contacts for any tables or trash cans needed;
  - Recruit volunteers for the event using the PSO sign-up genius account;
  - Communicate details via facebook, PSO website, and the weekly PSO email.
  - Be present at the event, oversee set-up and clean up.

Trunk or Treat

- Time Frame: October
- Approximate Time Commitment: 15 hours
- Responsibilities:
  - Coordinate date and location of the event;
  - Secure food vendors for the event;
  - Plan activities for the event and procure the necessary supplies;
  - Coordinate with janitorial contacts for any tables or trash cans needed and availability of bathrooms;
  - Recruit volunteers for the event using the PSO sign-up genius account;
  - Communicate details via facebook, PSO website, and the weekly PSO email.
  - Be present at the event, oversee set-up and clean up.

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**Social Events (continued)**

Holiday Shoppe

- Time Frame: November/December
- Approximate Time Commitment: 25 hours
- Responsibilities:
  - Coordinate date and location of the event;
  - Coordinate with vendor that supplies inventory, including: date of delivery, date of pickup, and finalize financial information;
  - Procure supplies and decorations for the event;
  - Coordinate with janitorial contacts for any tables or trash cans needed and availability of bathrooms;
  - Recruit adult volunteers (cashiers) for the event using the PSO sign-up genius account;
  - Recruit high school volunteers (shopping assistant and wrapping) for the event using the PSO sign-up genius account;
  - Communicate details via facebook, PSO website, and the weekly PSO email.
  - Be present at the event, oversee set-up and clean up.
  - Since this event is often partnered with a small book fair, the Committee Chair should coordinate with the Book Fair Committee Chair.

Bingo Night

- Time Frame: January/February
- Approximate Time Commitment: 15 hours
- Responsibilities:
  - Coordinate date and location of the event;
  - Secure food vendors for the event;
  - Procure the necessary supplies;
  - Coordinate with janitorial contacts for any tables or trash cans needed and availability of bathrooms;
  - Recruit volunteers for the event using the PSO sign-up genius account;
  - Communicate details via facebook, PSO website, and the weekly PSO email.
  - Be present at the event, oversee set-up and clean up.

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**Programs**

Book Fair

- Time Frame: November/December & March/April
- Approximate Time Commitment: 25 hours
- Responsibilities:
  - Primary contact for Scholastic rep
  - Coordinate dates of two book fairs with Scholastic rep, including inventory delivery and pick up dates
  - Coordinate and plan with other committee chairs for joint events
  - Work with BBH staff on resources;
  - Coordinate set-up details with school janitorial staff (i.e. tables, trash cans, bathrooms)
  - Recruit event volunteers using the PSO sign-up genius account
  - Finalize financial information with Scholastic, school representatives, and PSO Treasurer
  - Be present at the event, oversee set-up and clean-up

Book Swap

- Time Frame: November/December
- Approximate Time Commitment: 20 hours
- Responsibilities:
  - Solicit book donations from all three schools
  - Sort book donations by difficulty (recruit volunteers to help as necessary)
  - Work with BBH staff to select date for event and coordinate class schedules
  - Coordinate set-up details with school janitorial staff (i.e.using janitor hallway to store books and tables overnight)
  - Recruit event volunteers using the PSO sign-up genius account
  - Be present for the event, setup and cleanup

Cafeteria Sustainability

- Time Frame: August to June
- Approximate Time Commitment: 15 hours
- Responsibilities:
  - Make sure milk/soup bins are being used
  - Make sure share bins are out and being used
  - Coordinate with Food Service Director Amy Voigt for ongoing efforts

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**Programs (continued)**

Cultural Arts Assemblies

- Time Frame: August to May
- Approximate Time Commitment: 15 hours
- Responsibilities:
- Cultural Arts Assemblies
  - Research assembly ideas within allocated budget
  - Coordinate dates with school administration and vendor
  - Coordinate payment to vendors with PSO Treasurer
  - Coordinate with janitorial staff regarding set-up

Diversity

- Time Frame: October/November (event) and throughout the year for awareness
- Approximate Time Commitment: 20 hours
- Responsibilities:
  - Culture Night (November)
    - Recruit country representatives and cultural demonstrations using the PSO sign-up genius account
    - Coordinate with janitorial staff regarding event set-up and clean-up
    - Be present at the event, oversee set-up and clean-up
  - Increase awareness by sharing information on the PSO FB group, website and weekly emails.
  - Plan other activities as desired

Earth Week

- Time Frame: March/April
- Approximate Time Commitment: TBD
- Responsibilities:
  - Coordinate with BBH staff to include recess activities throughout the week.
  - Coordinate with outside partners to educate and have fun with nature for the week.

Lost & Found Volunteers

- Time Frame: September to June
- Approximate Time Commitment: 2 hours/week
- Responsibilities:
  - Weekly, look through Lost & Found table for labeled items and return to students
  - Take pictures/video of items in the Lost & Found and post to a FB album in the PSO FB group
  - Coordinate returning identified items to students

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**Programs (continued)**

Lunch & Recess Volunteers

- Time Frame: August to June
- Approximate Time Commitment: 1 hour/month
- Responsibilities:
  - Monthly, create the Lunch & Recess sign-up genius using the use the PSO sign-up genius account
  - Communicate the sign-up genius via the PSO weekly email, website, and FB group
  - Coordinate with school representatives about number of volunteers or changes

Preschool Liaison

- Time Frame: August to June
- Approximate Time Commitment: 10 hours
- Responsibilities:
  - Assist with communicating events and news to preschool parents via the Stepping Stones FB page and staff emails
  - Identify additional opportunities for BBHES PSO to assist preschool teachers and staff

Room Parent Coordinators (grade level)

- Time Frame: August to June
- Approximate Time Commitment: 2 hours/month
- Responsibilities:
  - Be an initial contact person for parent questions in your grade level, elevate questions and concerns as necessary
  - Communicate with classroom Room Parents regarding party times and grade level volunteer opportunities
  - Send out reminders and check-in regularly with classroom Room Parents prior to each party
  - Obtain class rosters from each Room Parent in your grade level
  - Consider planning social events for your grade level, such as playground meet ups

Seneca Book Library Circulation

- Time Frame: August to June
- Approximate Time Commitment: 1 hour/month
- Responsibilities:
  - Create and manage sign-up genius to solicit families to refill the Little Free Libraries that are housed in the Seneca development



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**Programs (continued)**

Service Activities

- Time Frame: November/December and as new opportunities arise
- Approximate Time Commitment: 15 hours
- Responsibilities:
  - Oversee service activities during the year, such as:
    - Jingle Bell Jog
      - Coordinate details with school representatives, including running times by grade level and purchasing of gift cards.
      - Create sign-up genius based on times provided by school representative
      - Work with PSO Treasurer to create donation link
      - Communicate sign-up genius and donation link via weekly PSO email, website and FB group
    - Yuletide Hunger Drive
  - Assist with other opportunities as they arise

Sporting Goods Swap

- Time Frame: February/March
- Approximate Time Commitment: TBD
- Responsibilities:
  - More details to come as this is a new event and has not occurred yet.

Spring Cultural Arts Fest

- Time Frame: January to March (Planning), April (event)
- Approximate Time Commitment: 30 hours
- Responsibilities:
  - Plan hands-on art and music activities for attendees
  - Coordinate musical demonstrations
  - Coordinate set-up details with school janitorial staff (i.e. tables, trash cans, bathrooms)
  - Recruit high school and adult volunteers using the PSO sign-up genius account
  - Be present at the event, oversee set-up and clean-up

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**Programs (continued)**

Staff Appreciation

- Time Frame: August to May
- Approximate Time Commitment: 20 hours
- Responsibilities:
  - Plan and execute staff appreciation events throughout the year, including:
    - Welcome back to school breakfast, treat or gift
    - Conference night dinner and dessert
    - Events for the Staff Appreciation Week in May
  - All events planned by Staff Appreciation will require:
    - Coordinating dates and ideas with administration
    - Coordinating with janitorial staff regarding set-up and clean-up
    - Recruit volunteers or donations using the PSO sign-up genius account
  - Create list of “Staff Favorite Things”

STEM

- Time Frame: August to May
- Approximate Time Commitment: 20 hours
- Responsibilities:
  - STEM nights
    - Research interactive STEM nights for BBHES families (at BBHES or off-site)
    - Coordinate dates with PSO Presidents
    - Coordinate payment to vendors with PSO Treasurer
    - Recruit event volunteers using the PSO sign-up genius account
    - Be present at the event, oversee set-up and clean-up
  - Assemblies or interactive opportunities by grade level
    - Research assembly ideas within allocated budget
    - Coordinate dates with school administration
    - Coordinate payment to vendors with PSO Treasurer

Student Green Team

- Time Frame: August to June
- Approximate Time Commitment:
- Responsibilities:
  - Recycle classroom paper into the grade-level pod recycle bins
  - Remind teachers to have students empty classroom bins daily
  - Follow up with custodians to make sure they are emptying the grade-level pod recycle bins into the RECYCLE bin outside.
  - In the future: work with teachers and custodians to have students help take the paper to the bins outside

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**Programs (continued)**

Sustainability Partner Lunchtime Visits

- Time Frame: September to May
- Approximate Time Commitment: 10 hours
- Responsibilities:
  - Plan two (or more, at your discretion) opportunities for outside partners to come in and educate during recess
  - Identify potential vendors and coordinate dates and needs
  - Coordinate with BBH staff for dates, locations, janitorial needs, and anything else needed.
  - Solicit volunteers using the PSO sign-up genius account
  - Be present during the event, for setup and cleanup.

Weekly Green Tip

- Time Frame: August to June
- Approximate Time Commitment: 1 hour/week
- Responsibilities:
  - Create weekly newsletter submission with Green Tips and Green Shopping Links.