

Brecksville-Broadview Heights Elementary School PSO
Executive Board Descriptions

We are so excited you are interested in serving on the BBHES PSO Executive Board! The descriptions below are a general overview of the responsibilities of each Executive Board position. For more detailed information on the day-to-day responsibilities and expected time commitment, please reach out to the presidents or individuals currently in the position.

All positions, with the exception of Treasurer and Assistant Treasurer, may be shared by two individuals.

President(s)

- Presides over all BBHES PSO meetings;
- Attends and participates in monthly PSO Council and Presidents meetings;
- Check Signer;
- Member of the Budget committee and the Gifts & Goals committee;
- Member ex officio of all committees, except the Nominating and Audit committees;
- Coordinate the work of the officers and committees of the unit in order that the purpose of the PSO may be furthered and promoted;
- Receives and helps implement requests from the school principal, teaching staff, and PSO Council regarding help from the PSO throughout the school year;
- Represents the PSO within the community and school district.

1st Vice President

- Serves as an aide to the President;
- Presides over meetings in the President's absence and substitutes for the President as needed;
- Chairs the Nominating Committee;
- May be called upon to replace the President if the position is vacated for any reason;
- Check Signer.

Treasurer

- Principal accounting and financial officer;
- Maintain paper and electronic record of financial transactions;
- Obtains President or 1st Vice President's signatures on checks;
- Member of the Gifts & Goals committee;
- Member of the Budget committee and prepares an annual budget.

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Assistant Treasurer

- Assist the Treasurer with the maintenance of financial records.

Recording Secretary

- Record the minutes of all meetings, including attendance;
- Maintain a current copy of the bylaws and standing rules;
- Maintain a listing of volunteer hours for the year.

Communications Secretary (Newsletter and Website)

- Responsible for compiling and sending weekly email newsletters;
- Oversee and update the BBHES PSO website;

2nd Vice President(s) Fundraising

- Coordinate and oversee annual fundraiser(s);
- Coordinates other fundraisers as necessary, such as the Welcome Back Raffle, Kalahari event, or Cleveland Monsters game;
- Member of the Gifts & Goals Committee.

2nd Vice President(s) Membership

- Responsible for planning and implementing a membership campaign throughout the school year and updating the PSO membership form annually;
- Collects dues and maintains a list of current members;
- Provides membership listing to Communications VP and Presidents for updating of email lists and Facebook membership;
- The majority of the work for this role occurs in August and September.

2nd Vice President(s) Educational Enrichment

- Oversees committees** including, but not limited to:
 - STEM
 - Cultural Arts Assemblies
 - Spring Cultural Arts Fest
 - Book Fair
 - Diversity

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2nd Vice President(s) Sustainability

- Oversees committees** including, but not limited to:
 - Earth Week;
 - Student Green Team;
 - Book Swap (December);
 - Sporting Goods Swap (March);
 - Cafeteria Sustainability;
 - Lunch and Learns;
 - Weekly Green Tips;
 - Seneca Book Library Circulation.

2nd Vice President(s) Social Enrichment

- Oversees committees** including, but not limited to:
 - Elementary Tailgate;
 - Welcome Back Party;
 - Trunk or Treat;
 - Holiday Shoppe (partners with Book Fair);
 - Bingo Night;
 - Family Movie Night;
 - End of Year Activities.

2nd Vice President(s) Emotional Enrichment

- Coordinate Emotional Support Programming;
- Oversees committees** including, but not limited to:
 - Service Activities, such as Yuletide Hunger and Jingle Bell Jog

2nd Vice President(s) Volunteer Coordinator

- Oversees committees** including, but not limited to:
 - Staff Appreciation Week;
 - Room Parent Coordinators (one per grade level);
 - Lunch & Recess Volunteers;
 - New Family Outreach, including preschool parents;
 - Member Appreciation - thank you Brunch/Event for Members.

**Committees included on this list are based on activities held in the first year; items may change or be added. Any activities planned for the 2023-2024 school year are dependent on volunteer support.