

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 at your current PSO unit.

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.

Assistant Treasurer

- Assist the Treasurer with the maintenance of financial records.

Recording Secretary

- Record the minutes of all meetings;
- Maintain a current copy of the bylaws and standing rules;

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);
- Member of the Gifts & Goals Committee;
- Oversee committees** including, but not limited to:
 - Spiritwear
 - Incentives (Box Tops, Store Rewards)

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 compiles a list of active members;
- Member of the Nominating Committee, which meets in Jan/Feb. to nominate new Board Officers.

2nd Vice President(s) Educational Enrichment

- Oversees committees** including, but not limited to:
 - STEM
 - Cultural Arts Programming
 - Book Fair
 - Earth Week
 - School Supply Kits

2nd Vice President(s) Social/Emotional Enrichment

- Oversees committees** including, but not limited to:
 - Holiday Shoppe;
 - Family Fun Nights (Bingo, Family Movie Night);
 - Elementary Tailgate;
 - Welcome Back Party;
 - End of Year Activities;
 - Service Activities (Yuletide Hunger);
 - Emotional Support Programming.

2nd Vice President(s) Volunteer Coordinator

- Oversees committees** including, but not limited to:
 - Staff Appreciation Week;
 - Room Parent Coordinators (one per grade level);
 - Grade Level Committee – parent from each grade Pre-K-5 to represent individual grade issues/concerns and/or plan events for individual grades;
 - New Family Outreach, including preschool parents;
 - Member Appreciation - thank you Brunch/Event for Members.

**Committees included on this list are examples of common activities among the schools. However, the Executive Board members will refine and adjust these items as they begin planning. Any activities planned for the 2022-2023 school year are also dependent on volunteer support.