

Thank you so much for your interest in the PTO!! Parent participation is really what makes the Weston schools great. There is a nominating process involved when putting together the PTO board each year.

A nominating committee is put together by the current PTO President and they are charged with assembling a new slate.

If you have a look at the organizational chart on the front page of the PTO calendar/directory (or on this website - click on Who's Who), you can see all of the existing board positions. The at-large positions in the center of the chart are responsible for supporting each of the groups on the perimeter. Leslye Fligor will be stepping into the President's position, Karyn Taylor will be continuing on as secretary, and Tina Chartrand will be continuing on as the treasurer. At large Vice President is opening up.

Each of the 5 schools has a **Chair** and **Co-Chair** position. It is a 2-year commitment where you "shadow" your first year and then move on to the chair position the next year. The chairs at the elementary school level are responsible for:

- keeping room parents informed as to upcoming events, etc.
- meeting with the principal once a month
- attending school council meetings once a month in the afternoon

For more information on the commitment of the PTO Chair position you can always call the current chairs/co-chairs and they would be happy to fill you in.

The other board positions also have a chair/co-chair model where you help the first year, and then take over the leadership role the second year. **Creative Arts** and **Science Council** have their own board meetings once a month and tend to have members take over from within the group. If you are interested in either of these groups, you should attend a meeting... they would love to have you!!

Westword is the electronic PTO newsletter that comes out once a week. This involves compiling announcements and having the final product proof-read by the administration, and then distributing the newsletter via Internet. Again this would mean "shadowing" for a year and then taking on the leadership role.

Calendar is the group who produces the PTO calendar/directory... they are very busy in the spring and summer. Groups and individuals submit requests for certain dates within the school year, and the calendar chair & co-chair sort out what events take place on which date. They put together a rough draft and then send the copy to the printer and the calendars are distributed in mid-August.

Membership often gets confused with Calendar because they are in charge of signing up PTO members and distributing any loose calendars that have not been picked up in the mail. The membership team also attends the METCO PTO meeting in early fall to sign up Boston members who didn't have a chance to sign-up on line.

Community Outreach is a group that runs the UNICEF drive at Halloween time, Bristol Lodge Food Drive at Thanksgiving, and Cradles to Crayons drives. They find ways for the students to participate in Community Service efforts outside of the Weston community.

Parent Education is the committee that brings speakers to the Weston School community. They organize and sponsor seminars and talks twice a year, typically once in the fall and once in the spring.

Web Masters are the ones who keep the Weston PTO web page current, among other responsibilities:

- Maintain Westword Link weekly
- Update meeting minutes
- Update changes for each of the committees' pages / president's message
- Provide technical support to users using the private side of the web site for membership reporting, volunteer reporting
- Monitor the contact@westonpto.org email
- Reset database for new membership season / update website for the new year
- Reformat and categorize calendar data for electronic download

The Weston PTO Board meets once a month (10 meetings in total) on Tuesday evening at 7:30pm... along with two morning meetings. If you see a position you are interested in, please let Danielle Black (blackd@weston.org) know you would like to be considered.

Please feel free to contact any of the board members with any questions you may have about their specific job.

Thanks again for your inquiry.... I hope you can join us!!!

Liz Hochberger (PTO President)