

Dover PTO Organization

Executive Board	Committee or Responsibility	Committee/responsibility	Cash Flow	Budget category
President, Advisor				
Collaborations	R	Liaison to Dover School Committee	None	
	R	Liaison to School Advisory Council	None	
	R	Coordination with Principal	None	
	R	Pine Hill CSA	None	
Special projects	C	Outdoor classroom	Out	Reserves
	C	Landscaping (non OC)	Out	Chickering community
	C	Energy task force	None	
Initiatives	C	Web task force	Out	Chickering community
	C	Recycling committee liaison	None	
	R/C	New projects / initiatives	Out	Reserves
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VP				
Classroom/teacher support	R	Direct funds	Out	Class/teacher support
	R	Grants	Out	Class/teacher support
	R	Classroom libraries	Out	Class/teacher support
	R	Star jar	Out	Class/teacher support
	R	Staff gifts	Out	Class/teacher support
	R	Fish tanks	Out	Class/teacher support
	C	Staff Appreciation (fka Hospitality)	Out	Class/teacher support
C	Books from the Heart	In/Out	Class/teacher support	
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Secretary				
	R	Minutes	None	
	R	Corporate records	None	
	R	Liaison to Chickering office	None	
	R	Excuse pads	In	Misc revenue
	C	Directory	In	Misc revenue
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Treasurer				
	R	PTO Administrative	Out	PTO Admin
	C	Assistant Treasurers	None	
	C	Audit committee	None	
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Communications				
	R	Internal	None	
	C	External	None	
	C	Web	Out	Chickering community
	C	Dover Dads Group (their rep)	None	
	C	Dover Mothers Association (their rep)	None	
	C	Parent liaison (new, working)	None	
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Volunteer Services				
<i>Chair, Vice-Chair</i>	R	Volunteer database	None	
	C	Room parent coordinator	None	
	C	School pictures	In	Misc revenue
	C	Library coordinator	None	
	C	Playground coordinator (sched, train)	Out	Chickering community
	R	Playground taskforce	Out	Reserves/Ch community
C	Fifth Grade graduation	In/Out	Chickering community	
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Curriculum Enrichment				
<i>Chair, Vice-Chair</i>	C	K-5	Out	CE
	C	School wide	Out	CE
	C	Understanding our differences	Out	CE
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Fundraising				
<i>Chair, Vice-Chair</i>	C	Product sales	In	
	C	Check writing	In	
	C	Spring event	In	
	C	Easy \$ for Chickering	In	
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Community outreach				
	C	Speaker series	Out	Chickering community
	C	Symphony series	In/Out	Chickering community
	C	Community service	Out	Chickering community
	C	Community events	In/Out	Chickering community
		(Fall Fest, Family Fun Night, Dover Days)		