

Open Executive Board Positions:

- President – Oversees and directs all members of the Board, and all PTO missions and activities. The President leads discussions surrounding all PTO business, from setting the tone of the PTO mission and goals for the year, to recapping results of events and fundraisers and deciding if we will hold them the following year. The President sets the monthly meeting agenda and leads the meeting. The role is primarily that of a leader, motivator and organizer; most decisions are made by a majority vote of the Board members. The President is also the face of the PTO in public domains, and will usually be required to make a short presentation at certain functions. The role requires frequent access to email, and availability by phone, as well as the ability to see the big picture and how each decision will impact the organization as a whole. This role has additional duties not detailed here.
- 1st Vice President – assists President and also chairs one or more committees ..currently chairing membership
- 2nd Vice President - assists President and also chairs one or more committees ...currently chairing 8th grade memory Book
- 3rd Vice President - assists President and also chairs one or more committees ...currently chairing 8th grade dance, did the spring and fall fundraisers last year
- Treasurer – Responsible for all financial aspects of the JAMS PTO. The Treasurer also chairs Opt-Out fundraiser. Helpful to be familiar with Quicken and budgeting and accounting.

Open Committee Positions:

- Active wear-Set up sale of school spirit wear twice in the school year... Sept. and January
- Bingo Night-Usually in October
- Membership – Organize the annual PTO membership drive and the on-going process to encourage membership. Maintain membership records. Effort is primarily September – November. Can be done from home on nights/week-ends.
- Opt-Out – responsible for collecting Opt-Out donations from families, tracking donations in Excel and providing receipts when requested (Treasure)
- Fall Fundraiser (Gift Wrap)
- Gift Cards-The PTO gets the gift cards at a discount while the customer gets a gift card at cash value...3 sales in the year.
- Hospitality –set up cakes or cookies to welcome the staff on the 1st day of school.
Set up coffee in the cafeteria 4 times a year...Back to school night and the three conference nights.
Lunch /breakfast for the secretaries and custodians, one in Dec. (hot breakfast) and one in April (hot lunch).
Hospitality takes care of ordering for the 6 "Student of the Month" breakfasts
- Kidstuff books-At the start of the school year..books are not sent home...only orders are filled
- Scholarship-- The Philip J. Cappelupo Scholarship, formerly known as the PTA/PTO Scholarship is the scholarship that has been supported by all the PTA's/PTO's in Edison Township since 1960. The main support is through the donations of the PTA's/PTO's. Each year a \$4,000.00 scholarship is awarded to a senior from J.P. Stevens and a senior from Edison HS. The recipients receive \$500.00 each semester for the four years of the students' college years.
The members of the committee come from each PTA/PTO to judge the applicants mainly on their academic excellence, but financial need, teacher recommendation, and an essay is also taken into consideration. The committee members usually attend the dinner held in June to celebrate the winners' success. Each PTA pays for the trustees' dinners.

- Special Ed. Representative: Attend 4-6 Special Ed. Meetings for the year and keep the PTO informed of developments.
- Spring Fundraiser..Gertrude Hawk
- Teacher Appreciation Week – coordinate luncheon in May for all teachers and staff
- Welcome Packets –. Coordinate with committee chairs to copy flyers and batch them into folders before school starts.

Open Eighth Grade Committee Positions:

- Dance
- Yearbook
- Ice Cream Social
- T shirts for Great Adventure Trip