



2010-2011 PTC Positions

Officer Positions: The Executive Council (PTC Officers, School Director and School Development Director) will plan and coordinate the activities of the organization.

President

- Will preside at all PTC meetings and the meetings of the Executive Council.
- Will be the link between the administration of the school, the teachers and the PTC.
- Will keep the Vice-President informed of all activities and will also assume all other responsibilities related to the presidency.
- Is an ex officio member of all PTC committees.
- Will coordinate event calendar with ISBerne administration, the British School and other community events.
- Maintain the correspondence on ptc@isberne.ch.

Vice-President:

- Will assist the President and perform the duties of the President in his/her absence.
- Will serve as Program Chairperson and perform other duties the President deems necessary.

Treasurer:

- Will have custody of all PTC funds, will keep an accurate account of the receipts and expenditures, and will make disbursements as authorized by the Executive Council of the PTC.
- Will present a financial report at every monthly meeting.
- For the end-of-year meeting, the Treasurer will prepare and present a final accounting report.
- Will provide the PTC with accounts of each event.
- Authorizes PTC payments through the PTC bank account.

Secretary:

- Will take minutes during all meetings of the PTC and meetings of the Executive Council. Copies of the minutes of the PTC monthly meetings will be distributed at the meeting the following month for approval.
- Keeps all records relating to PTC events.
- Prepares agendas for meetings.
- Prepares Day 8 PTC News for Blue Folder and submits to school for publication.

Committee Chairpersons: Each committee will be responsible for the preparation of the activity/event and ensure that it is carried out on time and within budget.

Useful Links Coordinator:

- In coordination with the school development officer, investigates and evaluates potential new links to add to website.
- Checks Useful Links monthly to make sure they are still active and pertinent in line with the objectives.

Welcome Committee Chairperson:

- Coordinates Welcome Coffee on first day of school– 24 August 2010
- Coordinates Welcome Week Event to be held on the Friday of the first week of school – 27 August 2010
- Coordinates Winter Welcome Coffee – January 2011
- Works with school secretary to ensure contact is made with new families.
- Makes sure a PTC welcome letter and invitation to the welcome coffee is included in the school's August mailing to all families.

PTC Event Sponsors Chairperson:

- Maintains relationships with existing sponsors.
- Develops new relationships with potential sponsors.
- Prepares the sponsorship packages.

Staff Appreciation Luncheon Chairperson:

- Organizes luncheon to be held 16 February 2011.
- Sends invitation to staff and board members.
- Coordinates volunteers, food donations, and playground supervision during the luncheon.
- Organizes set up of gymnasium, decorations and clean up.

Student Activities Chairperson:

- Organizes 4 student support activities during the school year – 2 in the fall and 2 in the spring.
- Activity examples include ice cream sundae sale, hot chocolate/cookie sale, pizza or taco lunch or other special lunches.

Bingo Night Chairperson:

- Organize September Bingo Night to be held 16 September 2010.
- Advertises the event, gets prizes, and organizes volunteers.

Quiz Night Chairperson:

- Organizes Quiz Night to be held 25 March 2010.
- Advertises event, develops a theme, gets prizes, and organizes volunteers.

Friends of ISBerne Activity Chairperson:

- In coordination with the school development officer, develops ideas for outings such as water park, coffee socials, tours, sledding, theatre, speakers.
- Ensures a number of student events and adult events are available.
- Ensures a PTC person attends each event.
- Maintains the mailing list as well as the friends@isberne.ch correspondence.
- Drafts and sends out newsletters and other announcements.
- Prepares marketing material such as flyers, banners, logos etc.

St. Niklaus Visits ISBerne Chairperson:

- Coordinates visit of St. Niklaus to ISBerne on Monday, 6 Dec 2010.
- Works with St. Niklaus volunteer.
- Organizes goodie bags/snacks.
- Schedules visit with teachers and administration.

Lunch Programme Volunteer Coordinator:

- Maintains quarterly volunteer timetable and volunteer list in accordance with written procedure.

Winter Bazaar Chairperson (new event):

- Organizes the bazaar to be held on Saturday, 11 Dec 2010
- The PTC will sell tables in the gymnasium to people wishing to sell crafts and other items.

Green Team Liaison:

- Meets with the ISBerne Green Team every day 4 from 13:00- 13:30 to discuss ways to help make ISBerne environmentally friendly.
- Reports Green Team activities at monthly PTC meetings.