

Sheridan

School

*Support*

*Cooperation*

*Communication*

*Educational Enrichment*

**APT BOARD JOB DESCRIPTION**

##### POSITION: Back to School Party

**PRIMARY RESPONSIBILITIES:**

* Organize back-to-school party for all Sheridan families (locations have included Sheridan’s playground in the back or at the beach)
* Discuss possible dates with APT president and principal during month of July (traditionally the first or second week of school - normally on a Thursday or Friday evening).
* Discuss location with principal (if the beach location is decided, will need to rent the pavillion. This will incur a cost, FYI).
* Coordinate DJ
* Organize ice cream truck and/or pizza for kids
* Procure food treats (popsicles or cookies) through a donation from Sunset - will need a letter from school on school letterhead.
* Invitations should be handled through Sheridan’s office (discuss with Liz Duffy)
* Coordinate promotion of the event with President and Communications Coordinator for possible APT email, possible sandwich board, APT Facebook and website posts.
* Details of event should be displayed during Sheridan’s walk-through and first day of school.
* Take photos (or assign volunteers) of the event to share with the Yearbook committee (for inclusion in the yearbook) and Communications Coordinator (for posting on APT web site and APT Facebook page). Yearbook photos must be taken with an actual camera (not phone). Phone photos are fine for the FB page and website.

**GENERAL RESPONSIBILITIES:**

* Attend all Sheridan APT Board meetings and functions.
* Prepare and report committee highlights at monthly Sheridan APT meetings.
* Manage expenses to APT budget.
* Submit committee expense report to Treasurer within 10 days of date of expense or event.
* Email monthly committee highlights to APT Secretary by assigned deadline for use at APT Exec meetings and Sheridan APT meetings.
* Assist other Board Members as requested.
* Prepare End-Of-Year-Report, update job description and review & transition with incoming replacement(s)
* Communicate regularly with respective Executive APT Board Representative.
* Maintain membership in District 67 APT.