

Roster Chair



Purpose: To provide child/family contact information to OSSPTO membership.

Prerequisite/Requirement: Knowledge of Word/Excel or Spreadsheet

Job Responsibilities

- Update previous year's roster in Aug., and continue to update throughout the year as needed
- Maintain effective and regular communication with these individuals to obtain and share necessary roster information, and to share each updated electronic roster version: OSS presidents (who will distribute it to families through the OSS Yahoo group), Principal, Assistant Principal, Secretary, Ombuds, Teachers, Hours Recorder, Job Coordinator, New Parent Coordinator, Library Use Chair, Records Keeper, Treasurer, Parent Resource Monitor.
- Communicate with families as needed to verify roster changes.
- Post a hard copy on the PTO bulletin board and put a hard copy in the folders of families who don't have access to electronic version. Keep extra rosters in your parent file.
- Distribute first roster version to each family by the time of the fall General Meeting via Yahoo group or family folders. Include Jobs List (with phone numbers, e-mail) as a cover sheet to the first roster distribution of the year. Get Jobs information from the Jobs Coordinator.
- Keep posted family and jobs rosters on the Parent Bulletin Board current
- To enable tracking general meeting attendance, provide sign up list, and be responsible for sign-in table staffing for the General Meetings three times a year, arriving ½ hour earlier for set up. Give sign-in info to OSS presidents post meeting.

Financial Responsibility: None

Hours recording procedure: Hours are calculated on per month basis for 10 months (Sept. to June) and are automatically posted by the hours recorder each month.

Hours earned: 20

Reports to: 3-5th Grade Reps

Selection Process: Elected by General Membership

Term: August to June

Candidates
