

Ridge PTO Needs You

The Ridge PTO Executive Board has several openings for two-year positions starting in the fall of 2018. Board members attend monthly meetings at night at Ridge High School and are eligible to attend the PAC (Parent Advisory Committee) meetings, which are held one Wednesday morning per month. If you have any interest in supporting Ridge High School through volunteering, please send an email to rhsptocomm@gmail.com.

Co-President – One Opening

The two Ridge PTO co-presidents supervise and control the business and affairs of the PTO. The PTO is responsible for a variety of school-related activities including, but not limited to, parent communication via publications, email, and the website; school directory creation; teacher appreciation events; fundraising; gift card purchases for senior awards; PAC; and coordinating volunteers for school activities. The co-presidents also represent the Ridge PTO to the principal and at district-wide meetings.

1st Vice President, Volunteers – Two Openings

The two vice presidents of volunteers coordinate recruiting volunteers for the various events held by the PTO throughout the school year and are responsible for the appointment of the class parent positions for the PAC.

2nd Vice President, Programs – One Opening

The vice president of programs is responsible for researching and coordinating guest speakers at Ridge PTO meetings, which are generally focused on parent outreach and continuing education (generally a fall and spring meeting). In addition, the VP of programs will coordinate the volunteer appreciation breakfast in early June. This VP also chairs the nominating committee to build the slate of officers.

3rd Vice President, Newsletter – One Opening

The Ridge PTO/parent newsletter, Ridge Bridge, is published online in the fall, winter, and spring of the school year. The VP is the designer/co-editor responsible for layout and design of the Ridge Bridge. Must have excellent computer design and layout skills. Must have experience with and own design/layout software plus Photoshop and Adobe Acrobat. Newsletter VP is responsible for sending the graduation ad to local press.

Treasurer – One Opening

Notifies CPA and bank of annual officer changes, reconciles monthly statements in Quicken, files Charities Registration with State of NJ, interfaces with CPA for tax filing, prepares proposed budget for following fiscal year, manages all deposits/withdrawals for all PTO events, provides start-up cash when needed, prepares monthly financial updates for board meetings. Requires experience with financial control, budgeting, and Quicken.