

# **Adolphus PTO Historian Job Description (200+ hours)**

## Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understand the organizations' mission, by laws, and conflict of interest policy
- Strong organizational, and communication skills
- Good computer skills
- Enjoys taking pictures

## Responsibilities:

- Ensure reliable record-keeping and communications with photos of all PTO events
- Be the liaison between the executive board, the school and the yearbook company
- Complete the yearly Adolphus Elementary School yearbook
- Job may be divided between two individuals (Historian and Co-Historian)
- Additional duties as defined in the PTO's bylaws

## Typical Annual Tasks:

- Determine who our yearbook provider will be and approve it with the executive board
- Create a timeline / schedule with the yearbook representative for yearbook completion
- Review the calendar of events from the PTO and School to ensure all events will be documented

## Typical Monthly Tasks:

- Participate in executive and general board meetings and provide input for decisions
- Photograph and document all PTO events before, during or after school
- Photograph and document all Adolphus Elementary events before, during or after school

## Typical Weekly / Daily Tasks:

- Check the PTO box in front office and workroom
- Check social media & website of upcoming PTO events
- Check Adolphus Elementary website of upcoming School events
- Respond to emails, questions, concerns from staff, and parents

