

Parent Teacher Student Organization Executive Board, Officer & Committee Chair Job Descriptions

The goal of HighMark’s PTSO is to encourage parent, teacher and community involvement in the education, health and welfare of our students. We are not only about raising money – we are about parents and caregivers who have an interest in the success of our children's educational, emotional and social experiences while at HighMark. HighMark takes great pride in its tremendous parent volunteer support and is always looking for new members to join the PTSO. Your support and involvement is the only way we can accomplish these goals. You can really make a difference!

We hope that the following information will help you find a role and answer your basic questions about how to join HighMark’s PTSO.

Contents Page

❖ Introduction & Overview of PTSO Role	2
❖ PTSO Executive Board Descriptions	3
❖ PTSO Board, Officer & Committee Chair Descriptions	5
❖ Classroom Position Descriptions	12
❖ Frequently Asked Questions about Volunteering	14

Thank you for your contribution to our school!

Introduction & Overview of PTSO Roles

HighMark Charter School is a successful school because parents and staff work together for the good of the students. This success could not be accomplished without parental support and the volunteer contributions of parents just like you! Job descriptions for PTSO board, officers and committee chair roles are on the following pages. To get you started, here is an overview of what the PTSO is all about:

★ **What does the PTSO do for the school?**

The PTSO works with parents and faculty to organize and facilitate events both during and after school hours that serve to enrich our children's educational experiences and build a stronger community. Some of the programs PTSO helps support include: Carnivals, Book Fairs, Field Day, and We are HighMark.

★ **Who is the PTSO?**

The PTSO is a group of volunteers. Anyone who supports HighMark can be a member in the PTSO. Everyone is welcome and encouraged to join and attend monthly meetings.

★ **Why should I serve on the PTSO board?**

1. Your child feels a sense of pride to know that his/her parent holds a position on the board.
2. You get to meet and work with wonderful people!
3. You stay updated and informed on what is going on at our school.
4. You can more effectively suggest change at our school.
5. Everyone has different strengths and talents. Everyone has something unique to offer our school and our children!

★ **How will I find volunteers to assist me in accomplishing my event, task, etc...?**

Each committee chair is responsible for finding his/her volunteers to help with their task. The easiest way to find volunteers is using Volunteerspot.com! This site is amazing! After you determine what hours and the number of volunteers needed, you create an event, using Volunteerspot.com. After you create your event a link will be posted on the blog, and an email will be sent to all HighMark parents. At this point you sit and watch your positions fill up.

Executive Board Position Roles and Responsibilities

PRESIDENT

Time Commitment: 8-12 hours per month, varies

Busiest Times of Year: beginning of the year but flattens out; additional special projects

- Manage overall objectives and strategies of PTSO (including fundraising objectives, community building events, educational events, etc.)
- Act as liaison between parents and principal / staff
- Recruit and oversee all PTSO Committee Chairs
- Create agenda and facilitate monthly PTSO meetings and 3-4 executive board meetings.
- Write a periodic PTSO News bulletin.
- Create a mailing for all HighMark parents in August for inclusion in back-to-school packet.
- Collaborate with Principal to create annual school calendar.
- Collaborate with Treasurer and executive board to create annual PTSO budget.
- Speak at Back to School Night and other events.
- Helping execute activities as needed.

PRESIDENT-ELECT

Time Commitment: 8-12 hours per month, same schedule as the PTSO President.

- Minimum Time Commitment: :Undetermined (1st year of a 2 year commitment)
- Performs same duties as the President, in the absence or incapacity or request of President.
- Works alongside the President as an adviser, helper and trainee, preparing for the following year's position as president.
- Helping execute activities as needed
- Support the President by assisting to make sure the PTSO is successful.
- Attend all PTSO general and Board meetings, ensuring all who are present act within Bylaws, and within some approximation of parliamentary procedure (Robert's Rules)
- Ensures that the PTSO Board is:
 - Nurturing future leaders for our PTSO,
 - giving adequate training to our Board so that they can lead in the future,
 - matching the skills of our volunteers with their assignments so they can succeed in their job,
 - meeting the needs of our volunteers,
 - building unity and teamwork,
 - being inclusive in our PTSO
- Help with board transitions
- Manage/oversee the Nominating Committee Process, forming the committee and remaining available to assist them at their request.
- Works with the Bylaws committee and review bylaws and standing rules annually.
- Adheres to the formal adoption of new bylaws when needed.

PARLIAMENTARIAN

Time Commitment: Ongoing.

- Is the previous PTSO President.
- Works closely with the current President to ensure a successful year for the PTSO.
- Answers any questions the current President may have.
- Provides any resources or contacts that may be useful to the PTSO.
- Chairs the Bylaws committee and review bylaws and standing rules annually.
- Adheres to the formal adoption of new bylaws when needed.

- Is responsible for setting motions and counting the rising vote.

SECRETARY

Time Commitment: 2-3 hours per month, busiest following each PTA meeting

- Take minutes at PTSO general meetings, type minutes, and distribute them in a timely fashion.
- Forward to PTSO President for review and approval.
- Submit approved minutes for inclusion on website and posting on PTSO bulletin board.
- Make copies of minutes from the last general meeting for distribution (and approval) for general meetings.
- Attend all executive board meetings, participate in discussions and decision-making, and take minutes for preparation and distribution to the other officers.
- Prepare the sign-in sheet, set out nametags, and arrange the room for the general meetings.
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTSO meeting.
- Work with President to manage/oversee the Nominating Committee process. Recruit and form a nominating committee, and remain available to assist them at their request.
- Maintain Web page.
- Count a rising vote when requested by the presiding officer.
- Ensures board members are reminded of meetings each month.
- Have on hand for reference at each meeting the following:
 - The bylaws and standing rules
 - All agendas and minutes
 - All copies of treasurer's reports
 - The approved budget
 - A list of: committees and their members
 - The yearly calendar
- Assist committee officers and chairs in using Volunteerspot.com and ensuring the events get posted on the blog.

TREASURER

Time Commitment: 4-6 hours per month, including attending PTSO meetings.

Busiest Times of Year: Ongoing, some summer work preparing budget for the fall.

- Collaborate with the PTSO President to generate the annual PTSO budget.
- Prepare the annual audit and tax return.
- Pay bills and reimbursements as required.
- Oversee ongoing PTSO finances.
- Ensure adherence to approved PTSO budget.
- Prepare and present budget report for each PTSO general meeting and at the end of the year audit.
- Record all deposits that are received by HighMark Charter School PTSO.
- Send donor acknowledgement letters.
- Inform committees of budgeted funds.

Board Position Description

BOARD MEMBER

Minimum Time Commitment: 1 hour/month

- Attend monthly PTSO meetings.
- Vote on PTSO issues (Executive Board elections, fundraisers, etc.).
- Volunteer at PTSO activities as your schedule permits.
- Encourage a positive environment, and suggest new ideas.

Officer and Committee Chair Descriptions

VOLUNTEER COORDINATING OFFICER

Time Commitment: 3-6 hours per month, busiest time is Back-to-School, varies ongoing

- Serve as a year-round clearinghouse to fill PTSO volunteer needs.
- Collaborate with the President to prepare volunteer position descriptions for Back-To-School packet and online volunteer page.
- Coordinate with the PTSO Secretary to prepare and post online volunteer sign-up page.
- Coordinate volunteer recruitment tables at back-to-school events (picnic, Kindergarten round-up, BTS coffee)
- Maintain a database of volunteers and provide these to the board members and chairs as needed.
- Facilitate volunteer training events; ensure that volunteers complete mandatory paperwork
- Directory: compile data collected from PTSO President and school Secretary to compose school directory; arrange for professional printer or PPS print shop to have materials printed and collated; label and distribute the directory to HighMark families.
- Find last minute volunteers for events and activities (mostly via telephone).
- Provide list of volunteers to Recognition Chairperson so thank you notes can be written and delivered.

Volunteer Chair Positions:

Music Program Chair

Time Commitment: as requested by music instructor

- Assist music teacher as needed with instruction needs (music/instrument set up, in-classroom assistance).
- Assist with coordination of student musical events.

Science Enrichment Chair

Time Commitment: 10-12 hours per year, busiest around events

- Coordinate science events funded by the PTSO to provide hands-on lab experiences for students.
- Duties include researching programs, scheduling events, recruiting and organizing parent volunteer helpers.

Health & Safety Chair

Time Commitment: about 10-20 hours a year; busiest at start of year to set up program

- Ensure that each classroom has updated disaster supplies.
- Research and schedule guest speakers during the year to address nutrition, exercise, safety, etc.

- Coordinate with Principal and teachers to schedule guest speakers for classroom presentations
- *Note:* someone in this role with time, interest, and resources can be as innovative as they wish in promoting health and safety among students and families.

Art Literacy Chair

Time Commitment: About 20 hours per year

- Prepare materials for monthly educational meeting for volunteer instructors.
- Possibly use an artist in residence if funds allow.
- Notify volunteer instructors of monthly meeting and provide art lesson to volunteers with suggestions/examples of art projects relating to the artist of the month.
- Purchase and maintain supplies for Art Literacy program within PTSO annual budget; request additional funds from PTSO if needed.

Copy Cats Chair

Time Commitment: Every Monday from 6-8pm.

- Invite all parent volunteers to help.
- Teachers will send down work that needs to be copied, cut, and/or corrected.

Birthday Club Marquee Chair

Time Commitment: Spread throughout the year.

- Prepare an advertisement for your club.
- The marquee birthday announcement is on a first come first serve basis.
- Only two names will be displayed each month.
- Keep records of a list of people who have paid for their child's name to be on the marquee.
- Also offer a small birthday gift (i.e... Book and a treat), for a small fee, to be delivered to the child's classroom on his/her birthday.

Tardiness Program Chair

Time Commitment: Year round.

- Plan an anti-tardy goal for students to adhere.
- Will work with Office to determine who qualifies.
- All students who meet this goal will receive a certificate and popcorn.

Student of the Month Chair

Time Commitment: Year round.

- Create a criterion for a student to achieve student of the month.
- Orient teachers via emailed notices.
- Once a month reward the student of the month with a certificate and a treat.

4-H Chair

Time Commitment: Year round.

- Work closely with Ms. Mong, to ensure this program runs smoothly.
- Update board with news, needs, etc...

VOLUNTEER RECOGNITION OFFICER

Minimum Time Commitment: 1 hour/month

- Write and deliver thank you notes for volunteer.

- Plan volunteer appreciation ceremony with refreshments.
- Collect and maintain volunteer information.
- Provide updated list of volunteers to Secretary.

EVENTS COORDINATING OFFICER

Time Commitment: Ongoing, year round.

- Help recruit a volunteer for each event chair position.
- Coordinate event meetings with the President and Event Chairs.
- Ensure that the Events Chairs are adhering to schedule and budget.
- Answer any questions and support all needs.
- Will act as a liaison between chair members and President.

Events Chair Positions:

Movie in the Field Chair

Time Commitment: about 5-10 hours

- Plan and execute the Movie in the Field Event.
- Request donations or purchase refreshments to sell at the concession stand.
- Recruit a committee of volunteers to help man the event.
- Responsible for set-up and tear down.
- Provide a large movie screen.
- PTSO will provide movie and fund this event.

Back To School Night Chair

Time Commitment: about 5-10 hours

- Work with executive board to help plan the event.
- Organize and execute plan.
- Request any possible donations.
- Request any volunteers needed.
- Responsible for set-up and tear down.

Fall Community Building Event Chair (*new)

Time Commitment: Unavailable, busiest in September

- Coordinate a fun, FREE community building event for the HighMark community early in the fall (possibly a picnic).

Field Day Chair

Minimum Time Commitment: at least 10 hours the month of Field Day

- Plan Field Day events.
- Plan and request donations or purchase treats and other materials needed.
- Purchase water for volunteers.
- Manage volunteers and, if necessary, committee of Board members to plan and execute Field Day.

Winter Carnival Chair

Time Commitment: varies by week, heavy in 2 weeks prior/during event, busy in September – November.

- There will be four committee positions who will work with the winter Carnival Chair to plan and execute the event.
- The four committee positions will be advertising, decorating, games, silent auction, and food.
- Coordinate, plan and execute our largest community-building event and fundraiser.
- Fill key volunteer positions and manage a Winter Carnival committee and budget.
- Report to the PTSO President and Fundraising and Events Officers during all planning and prior to any spending of the allotted budget for approval.

We Are HighMark Chair (formerly Inspirations)

Minimum Time Commitment: approx. 10 hours in January.

- Communicate and publicize program information to teachers, students and parents.
- Secure judges.
- Collect student entries.
- Send winning entries to District level for further judging.
- Plan for and provide prizes to participating students

HighMark Spelling Bee Chair (*new)

Time Commitment: Once a year.

- Plan and organize a Spelling Bee.
- Write a list of words categorized by grade level.
- A list of these words is to be given to each teacher with instructions.
- Encourage all students to participate.
- Give students a few days to study the large list of words.
- Teachers will give a mock spelling bee.
- The top ten from each class will compete at grade level at the HighMark Spelling Bee.
- Collect the top ten student's entries from each class and categorize by grade level.
- Execute HighMark Spelling Bee, inviting family and friends to support the students.
- Plan and provide prizes to winners, all students will receive participation ribbons.
- Responsible for set up, decorations and clean-up.

Mathlete's Club Chair (*new)

Time Commitment: Once a year.

- Organize a math competition for each grade level.
- Advertise the competition.
- Keep track of contestant entries.
- Compile study guides with sample questions for contestants to study.
- Distribute study guides.
- Be available to answer any questions for parents, staff, volunteers, and PTSO Board.

Junior High Baseball Game Chair

Time Commitment: About 3 hours.

- Organize and execute a baseball game.
- The junior high students will play against the faculty.

Dr. Seuss Day Chair

Time Commitment: About 5 hours.

- Decorate the day or Friday before Dr. Seuss Day.
- Hand out cookies to every student at lunch time from 11:00am-1:00pm.
- Clean-up after Dr. Seuss events are finished.

Family Breakfast Chair

Time commitment: About 3 hours.

- Decorate and set up the night before.
- Request to borrow books for parents to read to their students before class.
- Organize a RSVP, to plan for guests.
- Order food and drinks based on guests RSVP.
- Clean-up after event.

Used Book Exchange Chair

Time Commitment: At the end of the school year, about 5 hours.

- Prepare an advertisement for the Book Exchange Program.
- Collect donations of used books.
- Keep track of who donated and how many books they donated.
- Organize the books into age appropriate piles.
- Schedule two days for students to come and pick their new books.
- All left over books should be offered to the library and then donate to charity.
- This chair will also be in charge of finding and advertising a summer reading program offered locally.

Lemonade Day Chair

Time Commitment: about 5 hours

- Work closely with Business Integration Specialist, Melinda Osborne.
- Assist her in executing her plans.
- Help request donations.
- Help find volunteers, and help keep them informed.
- Help with set-up and tear down.

HighMarket Chair

Time commitment: about 5 hours

- Work closely with Business Integration Specialist, Melinda Osborne.
- Assist her in executing her plans.
- Help request donations.
- Help find volunteers, and help keep them informed.
- Help with set-up and tear down.

6th Grade Luau

Time Commitment: At the end of the year, about 5-10 hours.

- Plan the 6th Grade Luau.

- Prepare and request volunteers.
- Work with the board to plan a budget for this event.
- Set-up and clean-up event.

FUNDRAISING OFFICER

Time Commitment: about 1-2 hours per month; possibly more during fundraisers.

Busiest Times of Year: around major fund raisers (Winter Carnival Night, movie in the field, Box-Tops)

- Assist with recruitment of and provide support to committee chairs for key fund-raising events.
- Coordinate new fundraisers such as bake sales or a spring plant sale with event chair and volunteers.
- Monitor results of fund-raisers; align fundraising objectives and strategies with HighMark's budgetary needs and research other fundraising opportunities as required.
- Work with Board to choose fundraisers.
- Make and distribute flyers.
- Schedule monthly "Spirit Nights" (Dine to Donate).
- Organize and distribute fundraiser materials.
- Plan prizes for fundraiser participants.

Fundraising Chair Positions:

Grants and Donations Chair

Minimum Time Commitment: 10-12 hours at the beginning of the year, 1 hour/month after

Busiest Times of Year: On-going

- Research grant and donation opportunities that align with school needs as determined by Principal and PTSO
- Apply for grants, monitor applications
- Meet with Principal and PTSO President as needed to determine funding needs.
- Work with local businesses to obtain donations for events/activities
- Work with Blog Chairperson to recognize businesses that have provided donations

Box-Tops Chair

Minimum Time Commitment: 1 hour/month

- Collect Box-tops from each class.
- Plan contests and prizes.
- Send Box tops in for redemption.

Book Fair Chair

Time Commitment: about 15 hours during week of sale, per book fair

- Coordinate all aspects of A+ Book Fair.
- Act as liaison between school and A+ Book Fairs.
- Use VolunteerSpot to gather volunteers.
- Create and execute advertising, blog posts, flyers, etc...
- Acquire cash for the cash register and maintain enough change each day of the book fair.
- Work with librarian to host a teacher/student walk through.
- Direct volunteers in setting up and running the book fair.
- Account for all daily sales.
- Secure inventory each day of the book fair.
- Work with volunteers to pack up the book fair for return to A+.

- Work with Treasurer to finalize deposits.
- Report all necessary information on appropriate book fair forms.
- Request payment from the Treasurer to A+ Book Fairs.
- Work with Board to decide how to use book fair profit.

Community Run with South Weber Elementary Chair (*new)

Time Commitment: 20 hours total,

- Coordinate with South Weber Elementary the best date to plan this event, and execute.
- Coordinate distribution of pledge sheets to classrooms.
- Advertise event via bulletin boards and on the Blog.
- Coordinate volunteers /assign volunteer roles for event.
- Solicit donated treats and provide water for event.
- Collect returned pledge sheets and deposit money with Treasurer.

HOSPITALITY/CULTURE OFFICER

Time Commitment: 3-5 hours per month

Busiest Times of Year: On-going, varies by event, monthly for PTSO meetings

- Recruit committee of helpers and focus on making all parents feel welcome at HighMark Charter School.
- Main responsibility is to ensure that when someone walks through HighMark's front doors, they instantly know what our school mission is and how great our school is.
- Prepare/provide refreshments for PTSO general meetings.
- Solicit or prepare beverages (coffee, water, etc.) and baked goods for events as required.
- Solicit and package bake-sale treats for sale at several school events.
- Recruit workers and coordinate/work at bake sales and events.
- Maintain and organize paper goods supplies for PTSO events.
- Maintain coffee/tea service supplies for staff in copy room area.
- Work with other committee officers/chairs and offer support during events.

Community Positions:

New Parent Mentoring Program Chair (current PTSO President)

Time Commitment: about 40 hours spread over summer and at start of year.

- Develop a new family mentoring program
- Welcome new families to HighMark Charter School at the beginning of the school year via the mentoring program.
- Recruit parent mentors, orient them and compose mentor groups.
- Serve as continuing resource to mentor parents.

Marketing Chair

Time Commitment: 1 hour per week

- Update the fliers hanging on bulletin boards and at school entrances as required.
- Decorate Student of the Month Board.
- Decorate boards for activities/events.
- Enhance public/community relations.
- Works to improve communications with existing and prospective students' families.
- Works to improve communications with the community.

Beautification

Time Commitment: 6-8 hours per year, if no special projects

- Organize weekend work party for a "school beautification project" that could be a clean-up, maintenance, improvement (for example, plant trees, clean up along the fence lines, or freshen up the bathrooms).
- Time is generally after school, weekends.
- May be asked to assist cleanup after events.

TEACHER APPRECIATION OFFICER

Time Commitment: 12 hours per school year

Busiest Times of Year: On-going

- Work with volunteer team and room representatives to coordinate Teacher Appreciation Week events in May.
- Recognize the teachers and staff with a festive card on their birthday
- Organize 2-3 lunches/breakfasts for teachers and staff during the school year
- Organize Dinners for Teacher conferences. Ex: One meal purchased by PTSO, and one potluck style feast.
- Will help the President; assign representatives to each classroom position according to applications filled out from the welcome packet.
- Will be responsible for keep these applications in case of any position vacancy.

Classroom Positions

ROOM REPRESENTATIVES

Room Representatives have a long list of tasks, and for that reason, it is suggested that at least three people from each classroom execute the job. One representative will be assigned as the Room Parent, one will be the Junior Achievement Representative and the other will be assigned as the Party Representative. Those interested in being room reps should fill out the application in the welcome packet, and return it to their student's teacher as soon as possible. In case of any future vacancy in positions, these applications will be referred to.

Room Representative

Time Commitment: can be several hours per week, varies throughout the year

Busiest Times of Year: On-going

- Attend Orientation
- Duties can vary greatly depending on the needs and desires of each teacher and are ever changing with school-wide needs and events.
- Room reps should write a letter to all parents introducing themselves, explaining their roles, and asking for whatever help they might need with their tasks.
- The room representative should compile a list of every parents name, address, phone, email, etc...
- Class trips: recruit parent drivers, chaperones
- Use VolunteerSpot.com to find volunteers.
- Responding when a life cycle event takes place in the family of one of the classroom students. This might include coordinating meal delivery to families who have just had a birth or death in the family.
- Creating community in the classroom family;
- Welcoming new HighMark families to the classroom and to the school.

Create a community feeling among the parents in the classroom.

Here are some suggestions:

- At the start of the school year, create an e-mail list of all classroom parents and distribute it to make connecting about classroom events and requests easier.
- If a family new to HighMark is in your classroom, give a call to welcome them. Invite them to a HighMark event or PTSO meeting.
- Organize events for all families in your class to get to know each other. These can be very simple, such as a play date in a playground after school in the first week of school, or inviting all parents to meet after drop-off one morning or having a Mom's/Dad's Night Out for your class at a local restaurant.
- Be aware of opportunities to organize events for all families, like during parent-teacher conference week.
- Assist the PTSO committee chair of Free Money for HighMark to register families in your class at Escript.com and to inform them of other ways that our community partners give back to HighMark.

Party Representative

Time Commitment: 2 hour planning and organizing per party, plus one hour for the actual party.

Busiest Times of the Year: On-going

- Attend Orientation
- Organize class parties: Fall Harvest, Winter Holiday, Valentine's Day, 100th Day, End of Year, etc...
- Submit requests to other parents to volunteer, supply items, or request donations from the community using volunteerspot.com.

Junior Achievement Representative

Time Commitment: Minimum 10 hours.

- Attend the Junior Achievement Orientation with Business Integration Specialist Melinda Osborne.
- Read and prepare for all of your lessons prior to stepping into the classroom.
- Coordinate, plan, and/or request donations if needed, to provide an educational, fun learning experience.
- Be on time to all lessons.
- Always wear business attire and present yourself as a professional.
- Remember to relax and enjoy educating our future entrepreneurs.

Frequently Asked Questions

Here are the answers to a few frequently asked questions.

★ **Can I hold a board position and work full time?**

Yes! Many of our board members hold a full or part time job.

★ **Do I have to be a mom to serve on the board?**

No! We love to have dads, grandparents, aunts, uncles. Anyone who would like to join our meetings is always welcome.

★ **Does it take a lot of time?**

Yes and no--it depends on the position. Some duties can be performed from home and some require your presence at the school. Some positions are seasonal and some require some effort for most of the year. Some positions work well if you decide to do them with a friend. Explore which position would be right for you. The time you donate to actively participate in your child's school is time well spent. It shows our children that we care about where they go every day.

★ **What PTSO board positions are available?**

PTSO board positions are open to any HighMark parent and do not require previous board or PTSO experience. If you are interested in a PTSO board position for the following school year, you should contact a nominating committee member to find out what is available.

★ **How do PTSO executive board positions get filled?**

A nominating committee, coordinated by the current President and Secretary, is elected in January of each school year. This committee then seeks out nominees for each executive board position and presents a slate of candidates to the membership at the March PTSO meeting. Board elections are then conducted at the April PTSO meeting.

★ **How do PTSO officer and committee chair positions get filled?**

Once a PTSO board is elected, the PTSO President and Secretary for the following school year will begin seeking individuals to fill officer and committee chair roles. If you are interested in a PTSO office or committee chair position for the following school year, you should look for announcements on the HighMark Blog, or talk to the President-Elect prior to April.

★ **What are the basic and shared job responsibilities of board members and chairs?**

Help to recruit and train your successor, keep position binders up-to-date and maintain good files; attend PTSO meetings whenever possible

★ **What are the basic job responsibilities of board members?**

Everything mentioned above, plus: attend board meetings scheduled as needed throughout the school year, act as liaison between President and board and those Chairs who fall in to your subject area (e.g. Fund Raising needs to serve as liaison between PTSO Board / President and chairs of Winter Carnival Night, movie in the field, and Box-Tops).

★ **What kind of files should I keep?**

It is a great help if you create and/or audit a binder for your position and to have a short orientation when you hand it over to your successor. An ideal binder contains a summary of the position, a calendar or timeline for your job or event, your budget, vendors used, ideas you tried and liked or didn't like, fliers you created, feedback you received, and anything else you think would help your successor to get a good start.