

PTO Board Elections are coming up. Please see the reverse side to learn more.

Consider becoming a part of the PTO board. The board meets monthly for approximately one and a half to two hours. Additional time spent outside the meeting varies by position. Please take a look at the responsibilities listed below and feel free to contact the people currently in those positions to learn more.

This is a very open and friendly group. Please join us!

President:

1. Oversee PTO programs, projects, and fundraisers.
2. Chair regularly scheduled and special meetings.
3. Oversee PTO publicity, which may include a PTO newsletter.
4. Represent PTO on community task forces/committees (as able).
5. Oversee communication process with school personnel and community.
6. Coordinate guest speakers for PTO functions, as needed.
7. Field requests for PTO funds and schedule time at PTO meetings to discuss and vote on requests.
8. Plan meeting agenda.
9. Coordinate provision of PTO childcare for monthly meetings.

Vice-President:

1. Assist PTO President.
2. Chair meetings in President's absence and assist in presentations to PTO as needed.
3. Coordinate fund-raising activities, fund-raising publicity, and propose fund-raising ideas or elimination of fund-raisers, as necessary.
4. Represent PTO on community Task Forces/committees.
5. Research pertinent PTO topics, as needed.
6. Coordinate nominations and elections of PTO Board.

Volunteer Coordinator:

1. Recruit volunteers from the educational community for PTO school activities (including parents, staff, and other interested community members).
2. Coordinate volunteers for riding the buses at the start of the school year, Art Soup, picture day, and vision/hearing screenings.
3. Arrange for volunteers as requested by school staff.
4. Maintain/update parent information boards at each school.
5. Prepare and distribute lists of volunteers at beginning of school year to appropriate group i.e. – high interest day, Fun Fair, Book fair, etc.

Hospitality Coordinator:

1. Coordinate the "Welcome Back Luncheon" for school personnel and teacher dinners for Fall and Spring conferences.
2. Coordinate appreciation gifts for school personnel.
3. Send "Thank You" notes to school personnel and community members, as needed.

Treasurer:

1. Handle all PTO funds and financial matters.
2. Prepare a monthly treasurer's report for PTO meetings.
3. Prepare an annual budget.
4. Coordinate financial matters as it relates to PTO fundraisers and events.
5. Prepare and supply any financial material for annual audit.

Secretary:

1. Prepare minutes of the monthly PTO meetings.
2. Post minutes to PTO webpage by recommended due date.