

## **Officers and Committee Descriptions**

The PTO meets every other Monday to conduct PTO business. Anyone may attend.

### **Elected Officers**

**President** – The President shall prepare the meeting agenda, preside over meetings of the organization and Executive Board, serve as the primary contact for the principal, represent the PTO in the community, and coordinate the work of all the officers so that the purpose of the PTO is served. The President will oversee creating a monthly newsletter to inform parents of PTO events, volunteer opportunities, and provide a summary of the monthly meetings. The distribution will be coordinated with the Communication Coordinator or Secretary. The President will have access to the PTO's email account to receive and write correspondence pertaining to the PTO's activities. The President will be the key executive to the PTO's bank account. (Effort: year-round, on-going)

**Secretary** - The Secretary shall keep all records of the organization, take and record minutes, oversee the meeting agenda with the President, and handle email and mail correspondence. The Secretary shall keep a copy of all PTO records and these shall be stored in the PTO closet or designated PTO room. When the minutes are recorded, the Secretary shall distribute these minutes to the Executive Board in a timely manner for review. When the minutes are approved, the Secretary will distribute the minutes to the members. The Secretary will have access to the PTO's email account and will be responsible for receiving and writing correspondence pertaining to the PTO's activities. (Effort: year-around, on-going, includes attending meeting and typing up minutes)

**Treasurer** -The Treasurer shall receive all monies collected by the PTO, keep an accurate record of receipts and expenditures, pay out funds only as authorized by the PTO, present a financial report for approval at each monthly meeting, and inform the Executive Board of special financial problems and budget considerations. The Treasurer shall be responsible for the preparation and submission of all Federal and State compliance filings. The Treasurer will also prepare an annual Financial Report and report the outcome in the July meeting. The Treasurer will submit a Tax-Exempt Status Form to the campus Principal and the LCISD Executive Director of Student Programs by September 1st. The Treasurer will create and/or maintain a profit analysis to determine if the fundraisers and events were a success or failure. The Treasurer will have access to the PTO's email account and will be responsible for receiving and writing correspondence pertaining to the PTO's activities.

The Treasurer **will be** an authorized signer on the PTO's bank account. (Effort: year-around, on-going)

## **Vice Presidents and Other Positions**

**VP of Recruitment** - Create recruitment material that will attract new parents and/or guardians to join PTO. Talk to parents and/or guardians, and answer any PTO questions during events. Distribute recruitment material during events. Provide ideas of how to improve PTO attendance.

**VP of Fundraising** - Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board. Prepare and execute fundraising projects as approved by the Executive Board. Solicit volunteers to assist with each fundraiser. Report all fundraising activities, expenses, and profits at each monthly PTO meeting. Maintain confidential records of all contributions. Maintain planning records of each fundraiser and pass these along to the Secretary for permanent record keeping.

**VP of Communications** - Maintain the PTO's Facebook page by posting upcoming events. Create, print, and distribute flyers for upcoming events. Decorate and maintain the PTO bulletin board in the School's parent lunch area and entrance of the cafeteria to reflect a positive and informative display. Attend School functions and events to take photos to be shared on Facebook and flyers to promote recruitment.

**VP of Hospitality** – Plan and coordinate Appreciation days and/or weeks. Host or assist with PTO events and decorate for events, if needed. Create and maintain an inventory of food items in the PTO room and coordinate with the Vice-President of Fundraising and Treasurer, if items need to be ordered.

**Finance Audit Committee** - The Finance Audit Committee shall be made up of an Executive Board member that is not the Treasurer and two (2) PTO members. The Finance Audit Chair and PTO members shall audit the financial records of the PTO and prepare a Review Committee Report. If any questions arise, the Treasurer can be asked to explain their records or answer questions the committee may have.

**Nominations Committee** - Publicize PTO positions and recruit volunteers to fill open Executive Board positions for the upcoming school year. Work with the Executive Board and Committee Chairs to prepare a list of nominees to be included on the annual election ballot at the April PTO meeting. This list shall be completed and published to all PTO members two weeks prior to the April meeting. Interview the candidates to verify members hold knowledge and/or experience for the office they are nominated for.