

## **PTO Board of Directors BOARD OFFICERS – elected positions**

**PRESIDENT:** Calls all meetings, sets the agenda, presides at all meetings, serves on the budget committee, and maintains a relationship with the principal, faculty, and staff. The president is an authorized check signer.

**VICE PRESIDENT:** Oversees and reports on external committees as designated by the president. Shall act as aide to the president, and perform the duties of president in the absence or inability of that officer to act. Vice-president serves as chairperson for one of the standing board committees. The vice president is an authorized check signer.

**SECRETARY:** Records the minutes of PTO Board and General meetings for review and revision. Maintains a current PTO Minute Book for public review. Maintains all official PTO documents including Current Bylaws, Policies and Procedures, incorporation paperwork, and membership roster.

**TREASURER:** Presents a written monthly report, serves on the budget committee and maintains the PTO bank account. Reimbursement requests made on the proper forms should be paid within 30 days, after being approved by the president. Deposits should be made immediately but not more than two (2) weeks after their receipt. The Treasurer will present the annual financial review at the September general meeting. The outgoing treasurer is responsible for filing the appropriate Internal Revenue Forms, trains and supervises activities of an assistant treasurer.

## **BOARD COMMITTEE CHAIRS – elected positions**

**ENRICHMENT:** Acts as PTO enrichment committee chair. Manages or delegates responsibility for curriculum days, field trips, and in house programs that have been approved by school leadership. Coordinates paperwork between staff and works with volunteer coordinator to make sure all chaperones are approved district volunteers. Maintains accurate accounting of all enrichment costs. Acts as a board liaison for Computer Lab, Pelican Planters (garden) and Box Tops for Education committees.

**FUNDRAISING:** Acts as fundraising committee chair and manages or delegates each of the two (2) PTO fundraisers per school year. Manages the Pelican Partner community outreach program. Acts as a board liaison for Holiday House and Market at the Marsh.

**HOSPITALITY/SOCIAL:** Acts as hospitality committee chair, manages or delegates the general hospitality needs at all PTO meetings and functions (i.e., grade-level music programs, fundraising events, back to school events, field days or others as designated by the president). Maintains supplies for functions, and is board liaison for staff appreciation, decorations, family night, and musical refreshments committees.

**SCHOOL LIAISON:** Acts as a PTO liaison for school committees/activities. Creates and distributes electronic PME PTO newsletter or oversees person who does. Holds responsibility for calendaring school and PTO events. Provides communication, budget information and support for the book fair, yearbook, supply packs and 5th grade celebration committees.

**VOLUNTEER COORDINATOR:** Acts as PTO volunteer/membership committee chair. Works with the school staff to recruit volunteers for school activities as well as PTO functions. Oversees the completion of all volunteer information and volunteer hours collection for the school and district, and is responsible for overseeing the PTO contact database and related communication. Acts as a board liaison for membership committee.

**STAFF LIAISON:** Will keep the staff apprised of PTO activities and share staff concerns with the board. The faculty and staff, not the Principal, appoint the staff liaison.

## **PTO Committee/Activity Chairs – non-elected positions**

**ASSISTANT TREASURER:** Assists treasurer as requested. Audits teacher reimbursement receipts in a timely manner. Reviews the monthly bank statement.

**BOOK FAIR COORDINATOR:** Works with school Media Specialist to assist with set up and sales at the school book fair (held three times per year). Recruits necessary volunteers for the event.

**BOX TOPS COORDINATOR:** Coordinates school-wide program for promoting, collecting and submitting Box Tops.

**COMPUTER LAB COORDINATOR:** Coordinates the morning computer lab and the volunteers.

**DECORATIONS COORDINATOR:** Assists PTO and school staff with campus decorations and calendar in the front office.

**FALL FUNDRAISING COORDINATOR:** Chairs fall fundraising committee to plan, coordinate and promote sales/solicitation.

**FAMILY NIGHT COORDINATOR:** Coordinates at least one activity for families during the school year, typically in the fall.

**FIFTH GRADE CELEBRATION CHAIRPERSON:** Coordinates end of year activities for fifth grade. Forms a committee to fundraise, manage the budget, plan and supervise celebration activities.

**HOLIDAY HOUSE COORDINATOR:** Plans and coordinates the purchase and sales of holiday items to students. Recruits all volunteers necessary to set up and staff the event. Manages event budget. Orders and tracks all inventory.

**MARKET AT THE MARSH COORDINATOR:** Plans, budgets and coordinates communication and volunteer needs for school store events/sales. Orders and tracks all inventory.

**MEMBERSHIP COORDINATOR:** Promotes membership in the PTO and coordinates the membership drive. Assists the Volunteer Chair.

**MUSICAL REFRESHMENTS:** Coordinates and recruits volunteers to distribute refreshments at school music programs.

**PELICAN SPONSORS: MANAGES PTO/SCHOOL BUSINESS SPONSORSHIP PROGRAM. MAILED SOLICITATION LETTERS TO PREVIOUS** sponsors, documents current sponsors, acknowledges donations in communications and in front office, writes thank you letters to all sponsors.

**PELICAN PLANTERS (GARDEN):** Manages school garden weekly lessons, garden maintenance, supplies, purchases and instructs volunteers. Manages overall budget.

**SPRING FUNDRAISING COORDINATOR:** Chairs spring fundraiser committee to plan, coordinate and promote a spring fundraising event.

**STAFF APPRECIATION COORDINATOR:** Forms a committee to manage budget and plan events for staff appreciation throughout the year.

**SUPPLY PACKS COORDINATOR:** Works with staff to prepare school supply lists and coordinates pre-sales of school supply packs to students. Distributes school supply packs prior to school start.

**WEBMASTER:** Maintains and oversees PME PTO website.

**YEARBOOK CHAIRPERSON:** Works with yearbook committee, yearbook advisor, and school to coordinate school pictures and develop yearbook. Coordinates sales of yearbook ads, yearbooks and coordinates contest for yearbook cover. Ensures contracts are signed in a timely manner and deadlines are met. Manages Budget.