



Executive Board Positions:

President

The President shall set meeting dates and locations

Preside at all meetings of the PTO General Membership and the PTO Board

Serve as an ex officio member of all committees except the nominating committee

Shall appoint the committees and committee chairman's

Attend the TPA Executive meetings throughout the year

Perform all duties pertaining to the office and sees that the resolutions passed by the organization are carried out and develop the educational program for the executive board

Preside as Chairperson of the Hospitality Committee, the Membership Committee, and the Parent Liaison Committee

Membership Drive: Prepare paperwork to be distributed by teachers at orientation and track all new member information; promote and manage membership participation incentives

Parent Liaison Chairpersons: Establish a volunteer Parent Liaison Chairperson for grades K-through 8 Elementary teachers (K through 8th) may assign their own room parent; Coordinate a Chairperson and Room parent meeting to thoroughly explain the duties of these positions and provide information about fundraisers

Elementary Field Day: Provide drinks, cookies, and popsicles for students during Field Day; organize other PTO Board members to help serve

Promote PTO events using regular newsletters: School receives the newsletters as hardcopies and via email through PTO Listserv and TPA website

Maintain PTO website

Attend and support all PTO and TPA functions

Executive Vice President

Perform duties of the PTO President if the President is unable to perform his/her duties or complete his/her term

Shall work in any capacity delegated by the president and executive board for the fulfillment of all school related activities.

Oversee planning and execution of the following fundraising events:

Promote, manage, and process Giant and Safeway fundraising program

Target Visa School Fundraiser

Track payments from fundraising projects and coordinate with the Treasurer to confirm payment to PTO

Be aware of new fundraising opportunities

Be present at all meetings of the PTO General Membership and the PTO Board

Maintain the PTO Facebook page

Attend and support all TPA and PTO functions

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Recording Secretary

Attend and take minutes at all meetings of the PTO General Membership and the PTO Board

Read the minutes during meetings for approval

Distribute copies of minutes within 5 days of meetings per PTO Bylaws to all PTO Board members

Keep log of all PTO members who attend the meeting in a meeting log book

Shall keep an accurate record of all the PTO meetings and maintain a record of past meetings for a minimum of 1 calendar year.

Prepare a list of unfinished business and assist with agenda if requested by President.

Provide support for the correspondence secretary as needed.

Notify all PTO Board members of date, time, and place of all meetings

Notify PTO members of meetings and activities.

Distribute dates of all monthly meetings for the year

Maintain and distribute PTO Board member contact information

Check and sort PTO mail for delivery

Assist with bulk mailings or other distribution of PTO materials as needed

Be present at all meetings of the PTO General Membership and the PTO Board

Attend and support all TPA and PTO functions and shall perform other such duties as may be delegated by the President

Correspondence Secretary

Provide the school with updates to maintain the school website

Provide all necessary correspondence, i.e. newsletter, flyers, etc.

Provide membership roster to all meetings.

Brings most recent copy of the PTO bylaws to all the meetings

Responsible for all amendments to the bylaws

Provide and update a PTO calendar for the school year.

Provide support for the recording secretary as needed.

Assist with bulk mailings or other distribution of PTO materials as needed

Preside as Chairperson of the Communications Committee

Communications: – Disseminate positive information to the community about the school, its students, and the PTO. Send notices to newspaper.(can be accomplished via email) Committee often co-chaired with two or three people.

Responsibilities include 1) collection and formatting of address data from electronic source, 2) advertising sales, 3) student art contest for cover and sections, 4) layout and coordination with printer.

Assist with the maintenance of the PTO website

Managing all PTO Listserv, Website, Facebook and Twitter accounts

Distribute PTO newsletters, promotions, and information via email through listserv

Be present at all meeting of the PTO General Membership and the PTO Board

Attend and support all TPA and PTO functions and shall perform other such duties as may be delegated by the President

Treasurer

Receive all monies of the PTO

Deposits all PTO monies

Keep an accurate record of receipts and expenditures

Disburse funds only as authorized by the PTO Board

Present a statement of accounts at every meeting of the PTO Board and the Annual Meetings

Prepare the PTO budget for approval at the September meeting

Provide information for annual external audit for fiscal year July 1st through June 30th

Be present at all meetings of the PTO General Membership and the PTO Board

Attend and support all TPA and PTO functions

Member Voluntary/ Parliamentarian

Member Voluntary does not hold any office but is required to attend all meetings, provide input on all topics up for discussion and voting.

A Member Voluntary should provide support and assistance to any Board Member who holds an official office when needed.

Assist the President as needed with procedures of all meetings of the PTO and the PTO Board

Retain a copy of the Robert's Rules of Order Newly Revised which governs the PTO procedures in accordance with the PTO bylaws

Oversee selection of nominating committee and yearly election of officers

Coordinate the Box Tops and Tyson Label fundraisers

Coordinate the Chick-fil-A Spirit Nights

Coordinate the Printer Cartridge Recycling Program (promote the program and contact printer cartridge company to pick up cartridges as needed, collect checks received from cartridge company)

Be present at all meetings of the PTO General Membership and the PTO Board

Attend and support all TPA ad PTO functions

Parent Liaison Representatives

Parent Liaison Representative will serve as members of the PTO Board in order to facilitate the flow of information regarding the needs of TPA Teacher and Students. This person will also get information from parents as well to understand the needs and bring it back to the board. Any other duties as assigned.

This is a non-voting position appointed by the current PTO President.