

## **Carpenter PTO Executive Board Job Descriptions/Board Roles**

### **Co-Presidents – Two year term**

- Prior to monthly PTO meetings/special meetings of the PTO board and Executive Board Meetings, contact Exec board and committee members and request any items that need to be added to the agenda(s).
  - Send agenda items to Secretary for all meetings
  - As needed, compose agendas for meetings, sending to Technology committee chair to post on website
- Lead the Executive Board Monthly meetings
- Lead the general monthly PTO meetings.
  - Bring a copy of the next month's calendar to each meeting for other PTO members to review.
  - Secure childcare volunteers for meetings. Vice-President can assist.
  - Bring raffle tickets/prizes
- Review minutes from Secretary taken at all meetings for presentation at subsequent meetings
- Write and send emails for weekly "blasts". Blasts go out every Sunday evening. Info for blasts are due Friday beforehand before midnight. Blast info can be sent directly to [Carpenterptopres@gmail.com](mailto:Carpenterptopres@gmail.com). Send to VP to edit. Send out after approval.
  - Beginning of schoolyear, send welcome letter to all committee chairs and members detailing instructions for blast deadline, how to submit info for blast, and what info is needed for blast.
  - Also, include in letter Committee Chairs and Members will be in charge of posting and promoting their events on the Carpenter Facebook page.
- Attend PTO/A Presidents meeting with other PTO/A Presidents in the district. The schedule of the meetings will be distributed by the district.
  - Collaborate with other district PTO/A presidents to discuss fundraising, membership, and event best practices
- Update the calendar to the PTO Website/social media page(s) as necessary throughout the year.
- Monitor and post any updates to social media site, as needed
- Meet with school Principal on an as needed basis.
- Guide, mentor, and lead committee chairpersons.
- Coordinate with the PTO Room Parent chairperson regarding roles/duties of Room Parents. Assist in arranging any parent socials or incoming Kindergarten socials (prior to start of schoolyear).
- Assist with creating a budget for the next school year.
- Coordinate the process for teachers to submit grant applications (Fall) to receive PTO funds.
- Attend Kindergarten orientations (Spring and Fall) to promote PTO.
- Make a presentation on behalf of the PTO at Parent's night (Fall/Spring).

- Attend PTO events.
- Setup and take down decorations for the Holiday Sing.
- Appoint another PTO member and participate on the audit committee after the end of the PTO financial year (July 31).
- Have access to MySchoolAnywhere(sign-in info/password).
- Along with the PTO Vice-President(s), coordinate the end of the year Committee Appreciation Dinner

### **Co-Vice Presidents - Two year term**

- The Vice-President co-chairs will be split into two: (each chair will hold these positions in their two-year term)
  - **Membership / Directory Chairperson:**
    - This involves updating, distributing, and collecting the PTO membership “shopping list” in August. The VP is also responsible for updating, printing and distributing the PTO directory and coordinating online directory.
  - **Communication/Committee Chairperson:**
    - Ensure that all PTO committees have a chairperson for the subsequent school year. Update the Committee Google drive folder, as needed. Arrange Committee Volunteer/Recruiting Party in early Spring/late Winter. Assist president in guiding, mentoring and leading committee chairpersons and members. Organize PTO closet, as needed. Assist the PTO President(s) in coordinating the end of the year Committee Appreciation Dinner
    - Update the calendar to the PTO Website/social media page(s) as necessary throughout the year.
    - Assist PTO president in editing the blast(s).
- Appoint the executive board nominating committee in February
- Display the PTO meeting signs the morning of the PTO meetings (post by each of the kiss and go areas and front of school building)
- Decorate the PTO bulletin board in the front entrance of school on a quarterly basis.
- Assist with setup and take down of decorations for the Holiday Sing.
- Assist the President and shall perform the duties of the President in the absence or inability of that officer to serve.
- PTO meetings:
  - Assist President with bringing raffle tickets/prize for monthly PTO meeting; assist with arranging childcare for monthly PTO meeting; lead monthly PTO general and exec board meetings in president’s absence
- Assist with creating a budget for the following schoolyear

### **Secretary - One Year Term**

- Compose the agendas for the Executive Board meeting, general PTO meeting, and any special meetings of the PTO.
- Send to the PTO Technology committee chair to post to website/social media, prior to meeting(s).
- Bring agendas, prior minutes, and copies of financials (as necessary) to PTO meetings
- Record the minutes at the monthly PTO meetings. Highlight any action items.
- Record the minutes at the monthly Executive Board meetings. Highlight any action items.
- Record minutes at any special meeting(s) of the PTO board. Highlight any action items.
- Type and submit minutes to the PTO President for review. Once approved send to the PTO Technology committee chair to post to the PTO website.
- Responsible for making copies of previous months PTO meeting minutes and meeting agenda (that will be provided by the PTO president) for all of the PTO meetings
- Write thank you notes on behalf of the PTO. (For Teacher grants and as required).
- Take attendance at the PTO meetings – bring attendance sheet to meeting
- Responsible to bring voting tickets and count ballots and report outcome when there is a PTO vote.
- Make sure PTO office supplies bin has all the items in it (as requested by front office staff) and re-stock, as necessary.
- Assist with setup and take down of decorations for the Holiday Sing.
- Approve members and monitor for appropriateness on all PTO-operated social media sites.

### **Treasurer – Two year Term**

- Receive all monies of the PTO and keep a record of receipts and expenditures.
- Pay out funds according to the approved budget.
- Present a written budget at the monthly PTO meeting.
- Assist with creating a new budget for the next school year.
- Participate on the audit committee after the end of the PTO financial year (July 31).
- Prepare PTO tax returns, submit required forms and address any tax issues that may arise.
- Work with RevTrak chair (including to having access to sign-in/password to RevTrak)
- Assist with setup and take down of decorations for the Holiday Sing.



