

## LONGFELLOW PTO OFFICER JOB DESCRIPTIONS

### PTO President/Co-presidents Duties and Responsibilities

#### Administrative

- Schedule Monthly PTO Meetings:
  - Create and distribute monthly PTO agenda;
  - Facilitate monthly PTO meeting;
  - Follow-up on any outstanding issues from PTO meetings to next month's parking lot list;
- Schedule Executive Board Meetings (monthly and budget development);
- Complete Building Request Forms for events held at other city locations;
- Shop for supplies:
  - Monitor PTO supplies and replenish as needed (e.g. photocopier paper);
  - Use Longfellow's PTO tax exempt membership card at BJ's Wholesale for event supplies;
  - Network with retailers/vendors to receive donations or the best price for products or services;
- Recruit new committee chair(s) as needed;
- Support all Committee Chairs and their scheduled events.

#### Marketing, Communications, and School Spirit

- Maintain the PTO Bulletin Board;
- Schedule and attend PTO Events:
  - Recruit volunteers to chair PTO sponsored special events;
  - Communicate PTO event dates to the lead secretary for on-line calendar updates;
- Speak at Kindergarten Welcome Visit in the spring;
- Speak at the fall Parent Night (aka Open House);
- Attempt to meet all new families and welcome them to the Longfellow community;
- Share best practices and network with other schools PTO officers.

### Special Events Management and Organization

- Organize Welcome Back Cookout (late August/early September)
- Oversee Kindergarten Parent Coffee (kindergartner's first day)
- Oversee Charitable Efforts:
  - Bookfair Coupons (fall and spring)
  - Fundraising for charitable organizations/one time events (e.g. penny drives)
- Organize Staff Appreciation Efforts:
  - Teacher Appreciation Luncheon
  - Teacher Appreciation Gifts

### Fundraising Support and Fiscal Management

- Oversee and coordinate all current PTO fundraising activities and look for new fund raising opportunities:
  - Manage Fall Fundraiser, coordinate order entry and product delivery;
  - Serve as committee member of Spring Fundraiser (Auction)
- Monitor Monthly Budget Reports
- Approve unbudgeted funding requests at \$100.00 or less
- Solicit written funding requests in the spring for the next year's PTO budget
- Monitor that our by-laws are followed and remain current
- Ensure that the PTO is operating in accordance with the 501c3 protocol

### PTO Leadership Transition

- Recruit and train new officers;
- Commit to a two year seat on the Executive Board, following the end of presidential term.

## **PTO Vice President Duties and Responsibilities**

### **Administrative**

- Assist with Monthly PTO Meetings:
  - Set-up PTO meetings, tables, chairs, ensure needs supplies are available;
  - Schedule the child care provider for the monthly PTO meetings and arrange for payment;
- Recruit PTO Room Parents.

### **Marketing, Communications, and School Spirit**

- Write the PTO News for the school's weekly newsletter
- Order school spirit supplies (i.e. T-shirts, bags, sweatshirts) and oversee sales/staffing at PTO events;
- Provide in-put/feedback on the PTO section of Longfellow's web-page.

### **Special Events Management and Organization**

- Charitable Efforts:
  - Organize Thanksgiving Food Baskets (November)
  - Organize Holiday Gifts (December)
- Staff Appreciation Efforts:
  - Organize Fall Teacher Conference Luncheon (November)
  - Organize Spring Teacher Conference Luncheon (March)
- Organize Spring Fair (June)

### **Fundraising Support and Fiscal Management**

- Assist co-chairs with Fall Fundraiser
- Serve on subcommittee for Spring Fundraiser

## **PTO Secretary Duties and Responsibilities**

- PTO Monthly Meetings:
  - Prepare sign-in sheet for all PTO meetings, collect sheet following meeting adjournment;
  - Record and transcribe monthly meeting minutes for review and approval by Executive Board;
  - Distribute approved meeting minutes to all teachers, Exec Board, PTO Room representatives, and Longfellow website representative;
  - Post meeting minutes on the PTO bulletin board;
  - Store meeting agendas, meeting minutes and other relevant materials in the PTO binder in the library;
- Attend monthly Executive Board meetings and record minutes;
- Prepare PTO correspondence as needed (e.g. thank you notes).

## **PTO Treasurer Duties and Responsibilities**

- Check mailbox at school every few days for reimbursement requests;
- Write checks at least once a week (more frequently, if warranted) and leave for pickup in treasurer mailbox, mail, etc-whatever is applicable;
- Arrange schedule for second signer-checks written by treasurer (currently signed by Mrs. Bearce-leave on Tuesday, pick up Wednesday);
- When treasurer changes position, arrange for new signature card to be completed-meet at bank;
- Event Management:
  - Organize and distribute change boxes as needed for all events needed (e.g. spring fair, auction)
  - Collect money at end of events and prepare deposit for bank. Photocopy checks before depositing;
  - Submit Auction credit cards Sunday after auction (phone-number keying; 05-06 done electronically at time of auction-may continue)
  - Keep receipts/records of payment and deposits organized by event.
- Reconcile checkbook monthly.
- Write teacher/staff appreciation checks in February.
- PTO Monthly Meetings:
  - Present updated budget;
  - Pay childcare provider.
- Attend Executive Board meetings monthly during school year.