

Board Position Responsibilities for GNR PTO

President:

The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, oversee the work of all officers and committees in order that the purpose of the organization be served. Persons running for President should have served at least 1 year on the GNR PTO Board unless no one else runs for the position and no other replacement can be found.

Other Specifics:

- Maintain gnrpto@gmail.com email and filter phone calls that get referred to PTO.
- Attend events when possible.
- Schedule and run all PTO meetings per school year including creating agenda for meeting.
- Attend planning and organization meetings with Principal and Superintendent.
- Act as a liaison between school staff and parents.
- Approve activities and fundraisers run and led by the PTO.
- Approve PTO budget for upcoming year.
- Is available for any other meetings and activities as needed with the Principal throughout the school year.

VP Fundraising:

The Vice President of Fundraising shall be responsible for overseeing all fundraising activities. She/he will act as an aide to the president and shall perform the duties of the president in the president's absence if able.

Other Specifics:

- Filter any new ideas for fundraisers prior to being presented to board for voting.
- Create and follow outline and schedule of what needs to be done for each fundraiser including creation of flyers. Flyers are to be forwarded to Corresponding Secretary and President for approval process.
- Chair fundraisers that do not have any assigned chair.
- Act as point of contact for any fundraising information for past fundraisers for new chairs.

VP Events:

The Vice President of Events shall be responsible for overseeing all PTO events. She/he will act as an aide to the president and shall perform the duties of the president in the president's absence if able.

Other Specifics:

- Filter any new ideas for events prior to being presented to board for voting.
- Create and follow outline and schedule of what needs to be done for each fundraiser including creation of flyers. Flyers are to be forwarded to Corresponding Secretary and President for approval process.
- Chair fundraisers that do not have any assigned chair.
- Act as point of contact for any fundraising information for past fundraisers for new chairs.

Treasurer:

The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. She/he will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. Treasurer shall collect all membership donations established by the organization.

Other Specifics:

- Provide cash boxes for all PTO-sponsored events and fundraisers, as per the needs of the chairs.
- File necessary taxes.

Corresponding Secretary:

The corresponding Secretary shall conduct the correspondence of the organization as directed by the president or executive board and shall perform such other duties that are delegated to her/him.

Other Specifics:

- Maintains volunteer sign-up database through Survey Monkey.
- Submit facility usage forms for all events and fundraisers.
- Organizes Room Parent assignments.
- Point of contact for all flyers. Flyers are to be created by chairs, forwarded to President & Corresponding Secretary to be forwarded to Principal and Superintendent for final approvals. Once approved, will be sent to print.

Recording Secretary:

The Recording Secretary shall record the minutes of all meetings of the Grace Rogers Elementary School PTO and of the executive board, shall have a copy of the approved by-laws, and shall perform such other duties that are delegated to her/him.

Historian:

Historian is responsible for keeping records of the activities that were held during the year and indicates what worked well and what did not. This is a record for future PTO teams so they can understand decisions that were made.

Webmaster:

The Webmaster will be responsible for developing web strategy, and maintaining and updating the PTO Web page. May also be responsible for postings on social media, if President(s) decide to delegate to Webmaster.

Spanish Translator:

The Spanish Translator will be responsible for translating all PTO documents that are distributed to all parents. Additional responsibilities include but are not limited to, translation during PTO meetings and events.