

## **Exeter Elementary PTO Member Job Descriptions**

**Revised May 2005**

### **Co-Presidents:**

1. Preside over all meetings and oversee all committee functions.
2. Form committees consistent with the purpose and resources of the organization.
3. Prepare and submit agenda.
4. Serve as liaison between elementary schools and the PTO.
5. Recruit Teacher Representatives.
6. Serve in capacities as requested by school administration, as appropriate to this organization.
7. Keep on file all pertinent resource information and make recommendations to the Executive Board regarding future PTO projects.
8. Attend and report to the school board status of the PTO at the monthly meetings.

### **Co-Chairpersons of Fundraising:**

1. Present any and all fundraising programs to the Executive Board for approval.
2. Set annual fundraising goal.
3. Plan programs that will provide total revenue to meet annual goal.
4. For each initiative, ensure that there is an approved budget.
5. Ensure that there are committees to organize each fundraising activity, and work with Volunteer Coordinators as needed.
6. Serve as a resource for fundraising committees to troubleshoot issues.
7. Volunteer to work on individual fundraising initiatives as needed.
8. Write fundraising copy for PTO newsletter and submit to newsletter chair by deadline.
9. Enlist assistance of Publicity chair to promote events.
10. Track amount raised for each program and progress toward annual goal.
11. Manage transfer of funds to Treasure for deposit.
12. Write report for each PTO meeting.
13. Attend board meetings and plan announcements for public PTO meetings.
14. Deliver updates as required at monthly PTO meetings.
15. Evaluate successes and failures of each initiative and have committee's document best practices to serve as a boilerplate for future efforts.
16. Field and save information from fundraising industry reps for future planning.
17. Facilitate spring fundraising brainstorming to plan ideas for following year.
18. Ensure that fundraising volunteers and contributors are thanked.

### **Secretary:**

1. Be in charge of all correspondence going home in backpacks.
2. Distribute minutes for approval at preceding organizational meetings.
3. Post minutes in the teachers' room and forward to those requesting minutes.
4. Will answer all letters relating to the organization's affairs.
5. Serve as a resource person to any committee requiring assistance in correspondence relating to their projects.

### **Treasurer:**

1. Work with Co-Presidents to make sure bills are paid and financial obligations are met on time.

2. Provide the Executive board with monthly report of the organizations financial standing.
3. Provide a report of the organization's financial standing at all regular meetings of the PTO.
4. Work closely with Fundraising Committee and Officers in implementing procedures for collecting, depositing, and accounting for proceeds from fundraisers.
5. Complete all tax forms at the end of the year to maintain our tax exempt status. Provide Co-Presidents a copy of all tax forms completed for the year.
6. Keep all insurance policies up to date.
7. Reconcile monthly bank statements with the PTO checkbook.

**Volunteer Coordinators:**

1. Recruit all school volunteers, coordinate their training and maintain a record of their reported time volunteering.
2. Provide lists of volunteers to teachers, PTO Board, and PTO committee coordinators.
3. Work with PTO, school staff and administrators to recognize the work of volunteers.
4. Complete and submit NH Partners-in-education Blue Ribbon Award application each year.
5. Create and update the PTO bulletin boards at both schools with volunteer and PTO information.

**Cultural Committee:**

1. Inform Executive Board of committee's activities, monthly.
2. Coordinate PTO sponsored cultural activities.
3. Assume responsibilities associated with obtaining grants for PTO sponsored programs.
4. Fulfill eligibility requirements to qualify for grants/programs available for arts/cultural foundations.
5. Develop framework to implements PTO Cultural Programs.
6. Present any/all contracts to the Executive Board for approval and appropriate signatures.
7. Write cultural copy for upcoming PTO sponsored events to go home to inform parents of such event.

**Teacher Representative:**

1. Maintain communication between School staff and PTO.
2. Attend monthly meetings and be the voice for faculty unable to attend.
3. Relay PTO information to staff after meetings.

**Co-Chairpersons of Hospitality:**

1. Be responsible for recruiting committee members to provide hospitality services (i.e.) refreshments, greeters, set-up, clean-up when appropriate.
2. Be responsible for purchasing supplies for PTO functions.
3. Store supplies in cabinet and keep cabinet clean at MSS.
4. Host activities such as Welcome Back Breakfast, Holiday Shop, and Teacher Appreciation Day
5. Create/purchase gift from students on T.A.D.

**Newsletter/ Publicity Committee:**

1. Receive information to be placed in the newsletter and prepare for printing.
2. Recruit volunteers to assist in assembling and delivering the newsletter to each classroom.
3. Promote the PTO as an organization designed to enhance the learning/social activities of our children.
4. Submit any PTO news information to the media.
5. Assist committees requiring publicity for their programs.
6. Coordinate photo coverage for appropriate PTO events.