

PTO Board Positions Overview

President

- Preside over PTO meetings
- Oversee all PTO activities

Vice President

- Attend PTO meetings
- Oversee all PTO activities

Secretary

- Attend PTO meetings
- Take minutes at meetings, type, distribute for approval at each meeting, email to Crystal Smith for posting online
- PTO newsletter

Treasurer

- Attend PTO meetings
- Keep all budget and distribution records
- Handle all reimbursements
- Prepare and present monthly financial reports at PTO meetings

Volunteer Coordinator

- Attend PTO meetings
- Create volunteer database
- Coordinate communications for volunteer needs

Teacher Representatives

- Attend PTO meetings
- Communications liaison between parents and teachers

Additional (unofficial) positions:

- Restaurant Night Coordinator
 - Schedule all restaurant nights
 - Create and put reminder fliers in Thursday folders
 - Create and deliver reminder stickers on day of event
- Poinsettia Sales Coordinator
- Spring Bulb Sale Coordinator
- Jog-a-Thon Coordinator(s)
- Movie Night Coordinator
- Stocking Coordinator
 - Work with Russ to identify students to whom we can give filled stockings
 - We have just a couple of stockings from last year, will need to buy more next year—BUY EARLY for best selection and price (Walmart had the best deals last year)
 - Create donation request fliers for Thursday folders, with extras at front desk
 - Check stockings and be responsible for delivery, with help
- Yearbook Coordinators
 - Coordinate classroom parents picture taking
 - Design and produce yearbook
- Spirit Wear Coordinator
 - Work with vendor and handle all orders, sales, and distribution