



Jewett PTO Officer Duties

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Modified By	Natalie Berger, President
Approved By	



Contents

President	3
Vice President	3
Support Services	3
Hospitality	3
Treasurer	4
Secretary	4
Fundraiser Coordinator	4
Change Log	5



President

- Preside over all meetings.
- Communicate with the Jewett principal to stay informed of needs of PTO and staff.
- Communicate with other board members and assist them where needed.
- Prepare each meeting's agenda.
- Represent the PTO at city-wide meetings or other meetings outside of the organization.
- Assist in the total coordination of all committees and the PTO as a whole.
- Recruit PTO helpers/volunteers and focus on making parents feel welcome.
- Sign checks, notes, etc., in the absence of the treasurer.
- Appoint special committees as needed.
- Announce PTO meetings to the school population.
- In the absence of the treasurer
 - Act as custodian of funds and perform banking needs.
 - Sign checks, notes, etc.
 - Provide an oral financial report at PTO and executive board meetings.

Vice President

This role may be filled by two people on occasion.

Support Services

- Perform the duties of the president in his/her absence, resignation, or inability to serve.
- Recruit PTO helpers/volunteers and focus on making parents feel welcome.
- Work with new Jewett parents, to help them feel welcome and find ways to volunteer.
- Keep current email database and provide to executive board members as needed.
- Coordinate and submit emails to volunteers and PTO members to help all members feel informed of PTO events and needs.
- Coordinate babysitting and gym availability for PTO meetings.
- Coordinate with event chairs to fill volunteer needs at PTO events.
- Fulfill Hospitality responsibilities as directed by President if that position is vacant.

Hospitality

- Coordinate staff appreciation weeks.
- Host special school events such as:
 - Back to School night.
 - Kindergarten Night.
 - Teacher Luncheons
 - Ice Cream Social
 - Other events to help Jewett



Treasurer

- Act as a custodian of funds and perform all banking activities of the PTO.
- Sign checks, notes, etc.
- Maintain up-to-date accurate financial records of the PTO.
- Receive all funds of the PTO; including, but not limited to donations, fundraising, sales and contributions.
- Provide an oral and paper copy of financial report of the receipts and expenditures at each PTO and executive board meeting and at other times upon requires of the executive board.
- Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies.
- Pay all bills and disburse funds as authorized by the executive board.
- Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records of such.
- Oversee and execute the Savings Programs (e.g. Community Rewards i.e. Fred Meyer, Labels for Education, etc.)
- Complete all financial updates by the close of the fiscal year and provide a full year-end report.

Secretary

- Maintain all records of PTO; including contracts, correspondence, and related documents.
- Record minutes of the meetings of the executive board and PTO and forward copies to each executive board member. When available, use Google Docs.
- Circulate the minutes from the preceding PTO and executive board meeting at each monthly PTO meeting.
 - Coordinate and submit emails to volunteers and PTO members to help all members feel informed of PTO events and needs.
- Coordinate with Jewett principal and executive board to answer meeting related questions and distribute meeting notes.
- Maintain organized records from the planning of any event hosted by PTO.
- Hold a copy of the bylaws and Parliamentary Procedures and make each available to any PTO parent.
- Provide a copy of the ByLaws to each newly elected executive board member prior to their first regular PTO meeting.

Fundraising Coordinator

- Solicit donations for board approved events and projects throughout the entire year.
- Coordinate food donations/purchases for PTO meetings.
- Coordinate donations for PTO & Jewett events such as jog-a-thon, Talent Show, etc.
- Research, write and solicit educational grants.



- Maintain records of all contributions and pass these along to the secretary for permanent record keeping.

Social Media & PR Coordinator

- Update PTO Facebook, Instagram and/or other social media.
- Decorate and keep up-to-date the PTO announcement board in the front hallway.
- Collaborate with Fundraising Coordinator to build community relationships.
- Assist with communication efforts within the school.



Change Log

Date	Version	Created By	Description of Change
8/1/2013	0.1	Krystina Dalton	Initial version of this document was maintained in the original ByLaws.
12/12/2016	1.0	Robert Frey	Moved the content to be a stand-alone document. Minor updates.
04/27/2023	1.1	Cass Rackley	Update duties, reassign duties between officers
06/12/2024	2.0	Natalie Berger	Reassign duties between officers, split PR and Fundraising