



PRESIDENT

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.

Serve as an ex officio member of all committees.

Coordinate the work of all the officers and committees so that the purpose of the organization is served.

Serve on the PTO Council for Prosper ISD. Attend quarterly meetings for the council at Admin Building.

VICE PRESIDENT

Act as an aid to the president and perform the duties of the president in his/her absence or inability to serve. Maintain all members' records and serve as membership committee chairperson. Plan and execute membership launch July 1, 2020. Plan and execute membership drive Aug-Sept.

Plan, secure and manage Corporate Supporters for the calendar year.

Be responsible for overseeing the school directory and/or maintaining the online directory.

Perform such other duties as may be prescribed in these bylaws or as assigned to him/her by the organization or the Executive Board.

RECORDING SECRETARY

Keep all records of the organization. Take and record minutes. Prepare the agenda. Take attendance at all meetings. Handle correspondence. Send notices of meetings to the membership.

Keep a copy of the minutes, bylaws, rules, & any other necessary supplies. Bring to meetings. Obtain new student report from school registrar clerk before each monthly board meeting for welcoming new students/families and for updating the budget.

Handle written correspondence such as the printing and distributing of letter, newsletter, event flyers, etc.

Perform such other duties as may be prescribed in these bylaws or as assigned to him/her by the organization.

TREASURER

Receive all funds of the organization.

Keep an accurate record of receipts, expenditures, disbursements, income, & bank account.

Pay out funds in accordance with the approval of the Executive Board.

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.

Prepare and file all required IRS paperwork including Form 990 or 990ez.

Maintain and follow the organization's monetary policies and procedures.

Prepare and present annual budget to the membership at the first general meeting of the year.

Prepare an annual financial statement to be reviewed by a CPA or by the audit committee.

COMMUNICATIONS SECRETARY

Maintain the organization's social media pages. Maintain the organization's web page.

Be responsible for writing and sending thank you notes on behalf of the organization. Handle electronic correspondence such as emailing parents regarding events, volunteer opportunities, etc.

Develop, create and print PTO Directory to be sent home by end of September

In conjunction with the President, create yearly media and events calendar



FUNDRAISING COORDINATOR

Schedule and coordinate promotion for monthly Spirit Nights throughout the school year with various restaurants across Prosper that are willing to host events and give back a % of profits. Work in conjunction with Vice President to help secure Corporate Sponsors during the early summer in preparation of our July 1st launch. Chair the Light Farms Fun Run and work hand-in-hand with President, Treasurer and Event Company to execute a successful fundraiser for the school. Requires daily activities during the fundraiser event, which will be from early in the fall semester. The fundraiser will also work on incentive rewards through box tops, Amazon Smile, etc.

SPIRITWEAR COORDINATOR

Design school spirit wear. Work with an approved vendor to order school spirit wear (to include student grade level shirts). Be responsible for forwarding vendor invoices to the treasurer. Be responsible for receiving and managing all spirit wear. Be responsible for filling spirit wear orders through online or paper form orders. Be responsible for maintaining accurate inventory of all spirit wear. Be responsible for planning, setting up, and running all spirit wear booths (which may require the completion of facility requests). Responsibly handle all cash, check, and credit transactions and properly deliver all funds received to the treasurer. Handle the ordering and information for the school shirts. Perform other duties as assigned by the president or organization.

ROOM PARENT COORDINATOR

Serve as the primary contact person for all room parents. Hold a room parent meeting no later than 4 weeks after the start of school. Distribute board approved informational packets to all room parents. Be responsible for communicating grade level information to all room parents. Be responsible for communicating grade level budgets for classroom parties. Perform other duties as assigned by the president or organization.

WATCHDOGS COORDINATOR

Serve as the primary contact person for all Watch DOG volunteers. Hold a Watch DOGS kickoff night no later than 4 weeks after the start of school. Distribute board approved informational packets to Watch DOGS during school event nights (which can include, but are not limited to Meet the Teacher, Curriculum Nights, etc.). Maintain all Watch DOG membership records. Create and distribute a SignUp Genius for Watch DOG volunteers. Perform other duties as assigned by the president or organization.

HOSPITALITY COORDINATOR

Serve as the chair for all staff appreciation events such as Back to School Luncheon, Staff Holiday Luncheon, and will oversee Chair person for Staff Appreciation Week. Be responsible for writing and delivering staff birthday cards each month. Be responsible for planning and organizing treats at monthly staff meetings. Be responsible for planning staff treats and meals for other special events such as STAAR testing or end of year staff celebrations. Be responsible for planning gifts of appreciation to outside groups such as National School Board Appreciation, Bus Driver Luncheon, etc.



VOLUNTEER COORDINATOR

Serve as the primary contact for all volunteers that have signed-up. Handle securing updated Volunteer Handbook from administration and printing copies for the two Volunteer Information Sessions. Set-up volunteer program. Send welcome email to all volunteers signed up.

Communicate important information via email throughout the school year. Set-up Sign up Genius for all volunteer needs for PTO events (except Watch D.O.G.S. Dads). Act as point person and coordinator for volunteers at all PTO Events.

SCHOOL SPIRIT COORDINATOR

Create and execute plan for completion of designated bulletin boards prior to Meet the Teacher in August Update front PTO Board bi-monthly or more often if needed with events, meetings, updates, etc. Keep PTO closet, front desk drawer, and copy room cabinet clean and supplied. Work with President and Communications Secretary to gather information for board updates needed to promote events, PTO membership and Fundraising Goals.