

*JOB DESCRIPTION
PER BYLAWS 2022-23*

President

- *Reviews and updates, as needed, these Bylaws at the beginning and end of his/her term. Emails current Bylaws to the Newton Webmaster, and to the District, if revised.*
- *Organizes and facilitates monthly PTO meetings.*
- *Reviews each month’s minutes emailed by Secretary. Once reviewed, President emails draft minutes to Advisory Committee for approval at the next PTO meeting. Once approved, President emails final draft to Webmaster for posting on Newton website.*
- *Annually approves the appointment of chairpersons of standing committees (ideally prior to the final PTO meeting of the year).*
- *Is an ex-officio member of all committees.*
- *Maintains and updates each year’s Advisory Board Roster, and sends updates to Webmaster and Advisory Board members.*
- *Attends or sends a representative to the monthly meetings of the PTO Presidents Council (PPC) of Littleton Public Schools and keeps the Principal and Advisory Board informed of current issues.*
- *Prepares and posts the meeting agenda prior to monthly meetings.*
- *Updates the PTO website as necessary.*
- *Sends an email reminder each month of meeting to all members of the Executive Committee and Advisory Committee.*
- *Acquaints his/her replacement with the organization and sees that all departing officers pass on the records of their office to their successors.*
- *Leads the PTO in the establishment of yearly goals, focus and budget.*
- *Meets with the Principal monthly prior to PTO meetings.*
- *Performs all other duties requested by the Principal.*
- *Reviews monthly financial reports prepared by the Treasurer, reviews bank statements as needed, and is a signer on the PTO bank account(s).*
- *Prepares with the Treasurer a working budget for the following school year.*

Monthly To Dos

- Check PTO Mailbox in main office (Treasurer too)
- Create PTO meeting agenda and distribute via email prior to meeting
- Obtain business updates in advance of meeting from PTO Board members and frequent meeting guests, including those who are not able to attend meetings
- Review financials with Treasurer prior to monthly meeting, share budget with Board via email before meetings
- Attend monthly PPC meetings at ESC in Littleton
- Send Principal any items to include in weekly Friday emails by Friday morning

MONTH	GENERAL RESPONSIBILITIES
August	<ul style="list-style-type: none"> ● Read through Google Drive information & PTO Bylaws ● Sign Conflict of Interest Form & email with Treasurer’s form and an introduction to CPA ● Work with Principal to set meeting schedule for year, have been 2nd Thursdays/Fridays from 9:00-10:30a in-person & virtually (Sept, Oct, Nov, Jan, Feb, Mar & Apr) ● Make website updates as needed; new meeting dates, new PTO roles and names. Submit to Webmaster to publish. ● Reach out to staff appreciation coordinators about Back to School Staff Luncheon ● Write Welcome Letter for Weekly Newsletter

	<ul style="list-style-type: none"> ● Email Bylaws to Board members ● Share applicable Google Drives with Coordinators
September	<ul style="list-style-type: none"> ● Monthly Meet-ups <ul style="list-style-type: none"> ○ PTO Presidents' Council (PPC) meeting ○ Principal ○ Review Financials with Treasurer ○ PTO Meeting ● Request Google Meet link from Principal & email to Board & others who've requested with agenda email ● At meeting vote on (if not already done) <ul style="list-style-type: none"> ○ Approve new budget ○ Approve next year's PTO Board positions ○ Updated Bylaws ● Create meeting agenda & email to Board, any others who've requested & Principal <ul style="list-style-type: none"> ○ Attach previous month's minutes to be approved at meeting & current budget ● Create a school-wide email blurb sharing date of upcoming meeting & if possible include a link to month's agenda & budget to be included in Principal's Friday email ● Email agenda & any approved minutes to Webmaster to post on webpage
October	<ul style="list-style-type: none"> ● Monthly Meet-ups <ul style="list-style-type: none"> ○ PTO Presidents' Council (PPC) meeting ○ Principal ○ Review Financials with Treasurer ○ PTO Meeting ● Request Google Meet link from Principal & email to Board & others who've requested with agenda email ● Create meeting agenda & email to Board, any others who've requested & Principal <ul style="list-style-type: none"> ○ Attach previous month's minutes to be approved at meeting & current budget ● Create a school-wide email blurb sharing date of upcoming meeting & if possible include a link to month's agenda & budget to be included in Principal's Friday email ● Email agenda & any approved minutes to Webmaster to post on webpage
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December	<ul style="list-style-type: none"> ● Attend PPC Meeting ● Assist with Teacher Appreciation as needed ● Holiday Hand-up Gift Cards <ul style="list-style-type: none"> ○ Reach out to School Social Worker for number of families ● Communicate with Teacher Grants Coordinator about Grant Applicants ● Work with Treasurer & JPTO Representative to pay committee
January	<ul style="list-style-type: none"> ● Monthly Meet-ups <ul style="list-style-type: none"> ○ PTO Presidents' Council (PPC) meeting ○ Principal

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February	<ul style="list-style-type: none"> ● Monthly Meet-ups <ul style="list-style-type: none"> ○ PTO Presidents' Council (PPC) meeting ○ Principal ○ Review Financials with Treasurer ○ PTO Meeting ● Request Google Meet link from Principal & email to Board & others who've requested with agenda email ● Create meeting agenda & email to Board, any others who've requested & Principal <ul style="list-style-type: none"> ○ Attach previous month's minutes to be approved at meeting & current budget ● Create a school-wide email blurb sharing date of upcoming meeting & if possible include a link to month's agenda & budget to be included in Principal's Friday email ● Email agenda & any approved minutes to Webmaster to post on webpage ● Confirm returning vs. open positions for next PTO BOD ● Review bylaws to determine if updates are needed
March	<ul style="list-style-type: none"> ● Monthly Meet-ups <ul style="list-style-type: none"> ○ PTO Presidents' Council (PPC) meeting ○ Principal ○ Review Financials with Treasurer ○ PTO Meeting ● Request Google Meet link from Principal & email to Board & others who've requested with agenda email ● Create meeting agenda & email to Board, any others who've requested & Principal <ul style="list-style-type: none"> ○ Attach previous month's minutes to be approved at meeting & current budget ● Create a school-wide email blurb sharing date of upcoming meeting & if possible include a link to month's agenda & budget to be included in Principal's Friday email ● Email agenda & any approved minutes to Webmaster to post on webpage ● Connect with 7th Grade Principal about PTO's participation in CODE Award selections
April	<ul style="list-style-type: none"> ● Monthly Meet-ups <ul style="list-style-type: none"> ○ PTO Presidents' Council (PPC) meeting ○ Principal ○ Review Financials with Treasurer ○ PTO Meeting ● Request Google Meet link from Principal & email to Board & others who've requested with agenda email ● Create meeting agenda & email to Board, any others who've requested & Principal <ul style="list-style-type: none"> ○ Attach previous month's minutes to be approved at meeting & current budget ● Create a school-wide email blurb sharing date of upcoming meeting & if possible include a link to month's agenda & budget to be included in Principal's Friday email ● Email agenda & any approved minutes to Webmaster to post on webpage

	<ul style="list-style-type: none"> ● Attend rising 6th grade parent meeting & recruit for PTO ● PTO Meeting (see September for details) (Does VP want to run this one?) ● Votes If Ready (or do in fall) <ul style="list-style-type: none"> ○ Approve new budget or present draft budget for following year at meeting ○ Approve next year's PTO Board positions ○ Updated Bylaws
<p>May</p>	<ul style="list-style-type: none"> ● Work with Principal & Vice President to determine what large capital projects/expenses will be fundraised for with the following year's annual fund ● Create next year's PTO Board contact list, distribute to incoming PTO Board Members ● Make updates to webpage as needed & email to Webmaster to make changes <p><i>If staying in President role for upcoming school year-</i></p> <ul style="list-style-type: none"> ● Visit and review PPC webpage & PPC Handbook on LPS Website https://littletonpublicschools.net/pto-presidents-council-ppc ● Schedule Back to School Luncheon with , Office Manager ● Schedule summer meet & greet/welcome back get-together with new PTO Board: intros, goals, expectations, contact info & dates <p><i>If moving out of President role for upcoming school year-</i></p> <ul style="list-style-type: none"> ● Schedule a meeting at Arapahoe Credit Union with treasurers/presidents to become signers on checking and savings accounts ● Update Google Drive as needed and schedule a transition meeting with Vice President ● Pass on materials- Google Drive & email username & password, treasurer's info sheet ● InformsPPC President of In-coming President & contact information <p>Update Google Drive info as needed</p>