

## PTO BOARD JOB DESCRIPTIONS

**President:** Be a positive influence and liaison between parents/guardians, teachers, administrators, and community; preside over general/regular board meetings; coordinate and supervise other activities that develop and evolve during the board meetings; prepare announcements for the newsletter; attend other meeting as requested by the Principal; function as the school contact person.

**Vice-President:** Act as aide to the President; perform duties of the President in their absence.

**Secretary:** Coordinate with the President to prepare agendas; prepare minutes of board meetings; distribute copies of minutes to board members and submit minutes for the website; remind members of upcoming meetings; collect input for the weekly Wave Currents; prepare flyers as needed; update PTO facebook page; coordinate all PTO connectEd messages. Ensure secretary records are kept for a minimum of 5 years.

**Treasurer:** Maintain a business account at a local financial institution; handle all financial transactions associated with KMMS PTO board; deposit revenue; balance monthly bank statements; write monthly financial statements and present at monthly board meetings. Treasurer records must be kept for 7 years.

**Volunteer Coordinator:** Enlist and utilize parents, guardians, and others as needed as school volunteers; develop volunteer sign-up sheet and maintain volunteer database; report volunteer hours to the district office. The volunteer coordinator and membership chairpersons serve as co-chairpersons for the annual Teacher Appreciation Luncheon.

**Membership/Hospitality Chairperson:** Responsible for the PTO membership drive that begins at registration/orientation for the new school year and continues through the day following the date of open house; promote the membership drive by advertising it in the school newsletter, website and facebook pages; serve as co-chairpersons for the Teacher Appreciation Luncheon.

**Fundraising Chairperson:** plan, arrange and coordinate all fundraising activities including Box Tops, M&M Quarterback Drive and Marble Slab fundraisers.