

PTO Job Descriptions

Officer Positions

President

- Preside over all meetings of the PTO
- Prepare each meeting's agenda
- Be a member, ex officio of all committees, except a committee to elect the Executive Board
- 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
- Sign checks, notes, etc.
- Appoint Special Committee as needed
- Announce PTO meetings to the School population at least one week in advance of that meeting
- Secure meeting location, time and date
- Submit amendments to the by-laws; keep By-laws current

Vice President

- Perform the duties of the President in her/his absence, resignation, or inability to serve
- Represent the PTO at city-wide meetings or other meetings outside of the organisation
- Be a member, ex officio of all committee, except a committee to elect the Executive Board
- Sign checks, notes, etc.

Secretary

- Maintain all records of the PTO, including transactions, contracts, correspondence, and related documents
- Records minutes of the meetings of the Executive Board and PTO and forward copies to each Executive Board member within 10 days of the recorded meeting
- Publicly post the minutes from the preceding PTO meeting; circulate the minutes from the preceding PTO meeting at each monthly PTO meeting.
- Receive records from the planning of any event hosted by the PTO and maintain them. These records should be kept in a secure location at the school, should be made available upon request by any Committee Chair planning a similar event, and turned over to the next Secretary to hold this position
- Attend to the official correspondence of the PTO, including, but not limited to, gestures of appreciation and sympathy on behalf of the PTO

- Hold a copy of the PTO By-laws , Parliamentary Procedures, and current Membership list (School Directory) and make each available upon request to any PTO Member at any PTO or Executive Board meeting

- Provide a printed copy of these By-laws to each newly elected Executive Board member prior to the first regular PTO meeting

Treasurer

- Act as custodian of funds and perform all banking activities of the PTO

- Sign checks

- Maintain up-to-date, accurate financial records of the PTO

- Receive all funds of the PTO, including, but not limited to, donations, dues, and fundraising sales and contributions

- Provide a written and oral financial report of the receipts and expenditures at each PTO and Executive Board meeting and at other times upon request 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

- Complete all financial updates by the close of the Fiscal Year and provide a full year-end report

Principal

- Act as a liaison between the School and the PTO

- Ensure that all PTO activities are in accordance with the School policies and procedures

Teacher Representative

- Act as liaison between the School staff and the PTO

Classified Staff Representative

- Act as a liaison between the School staff and the PTO

Standing Committees

Fundraising

- Research options, plans, and anticipated profits and expenses for any fundraising projects and present suggestions to the Executive Board
- Prepare and execute fundraising projects as approved by the Executive Board
- Solicit volunteers to assist with each Fundraiser
- Report all fundraising activities, expenses, and profits at each monthly PTO
- Maintain records of all contributions
- Maintain planning records of each fundraiser to pass down to next chair for permanent record keeping
- Oversee and execute the Saving Programs

Direct Donation Campaign

- Work collaboratively with Executive Board and Fundraising Chair to secure donations from Clifford Community
- Maintain records of all contributions
- Periodically report on electronic or monthly related to the Direct Donation Campaign
- Maintain records of communication, strategies, and data to pass to next chair for permanent record keeping

Communication

- Work collaboratively with Executive Board to communicate all PTO function and messages to the Clifford Community and promote Clifford School in a positive light
- Coordinate and/or solicit volunteers to assist
- Maintain records of all duties, strategies, and data to be passed down to the next chair for permanent record keeping

Events

- Plan and implement(with Executive Board) all not-for-profit social activities for School students and their families
- Solicit volunteer to assist

- Notify the Communication Committee in advance of event dates for Photo and press coverage
- Maintain records of event, strategies, and data to pass down to next chair for permanent record keeping

Hospitality

- Plan and serve refreshments at the monthly PTO meetings and other PTO functions
- Help coordinate the Teacher Appreciation week and New Family Welcome

Volunteer Coordination

- Publicize PTO positions and recruit volunteers to fill open positions for the upcoming school year
- Work with the Executive Board and Committee Chairs to prepare a list of open position to be included at meetings
- Keep database of all members willing to volunteer to help, whether it is chairing a position or volunteering for an event
- Maintain records of sign-up literature, data, and strategies to pass down to next Chair for permanent record keeping

Enrichment

- Coordinate educational enrichment programs for students in all grades
- Solicit and supervise Volunteers to help
- Work with the Principal and teacher to coordinate events that enhance current curriculum
- Notify the Communication Committee in advance of event dates for photo and press coverage
- Write a summary of each event for publication in the newsletter or School website
- Maintain records of all program literature, strategies, and data to pass down to next chair for permanent record keeping

Middle School liaison

- Solicit and supervise Volunteers to help
- Run the Middle School Parent Forums and any other activities and communication between the Middle School, Parents, Staffs, and PTO
- Report activities of the Middle School Committee to the Executive Board to ensure there are no conflicting program
- Maintain records of all literature, strategies, and data to pass down to next chair for permanent record keeping

Room Representative Liaison

- Solicit and supervise Volunteers to help

- Run the School Parent Forums and any other activities and communication between the School, Parents, Staffs, and PTO
- Report activities of the School Committee to the Executive Board to ensure there are no conflicting program
- Maintain records of all literature, strategies, and data to pass down to next chair for permanent record keeping

Finance Audit

- Made of Three(3) PTO member that do not currently serve on the Executive Board
- Audit the financial records of the PTO
- Prepare a fiscal year-end audit report and ensure checks and balances are in place