

PTO POSITION DESCRIPTIONS

President

The President will preside at all meetings, and will be an ex officio member of all committees. The President will provide leadership to the Board, including assisting with goal setting and planning of activities. The President will attend and report on the monthly PAC meetings at SMUSD. The President will review and update Appendix II on an annual or more frequent basis.

VP of Passive Fundraising

The VP Fundraising Events will calendar and coordinate fundraising events in efforts to meet fundraising budget projections. Passive Fundraising includes, but is not limited to: restaurant dine outs, Box Top collection, and store loyalty reward programs. The VP Passive Fundraising will present these activities to the Executive Board for their approval and will present monthly reports concerning the status of the fundraisers at the Executive Board meeting.

VP Fundraising Programs

The Vice President Fundraising Programs will calendar and coordinate passive fundraising programs in efforts to meet fundraising programs budget projections. The VP Fundraising Programs will present these activities to the Executive Board for their approval and will present monthly reports concerning the status of the passive fundraisers at the Executive Board meeting. Fundraising Programs includes, but is not limited to: the annual cash drive, Teacher Experience opportunity drawing, and the Fun Run.

VP Activities

The Vice President Activities will calendar and coordinate the family activities of the PTO. The VP Activities will present these activities to the Executive Board for their approval and will present monthly reports concerning the status of the activities at the Executive Board meeting.

Secretary

The Secretary will keep an accurate record of the proceedings of each meeting and will be prepared to read, on call, the record of any previous meetings as well as keep track of email votes and approved email motions. The Secretary will attend all meetings of the PTO. The Secretary will send out all minutes within two weeks to the Executive Board members for their review and approval. Executive Board members must review the minutes and send any revisions to the Secretary prior to the next Board meeting. The Secretary will serve as Parliamentarian. As Parliamentarian, (s)he will prepare a summary of all unfinished business for the President, and will be committee chairperson of the Bylaw Revision Committee, to meet at least once per year, and will keep notes throughout the year on any recommended changes. The Secretary will review all PTO correspondence received (mail, packages, phone calls, emails) and distribute all correspondence to the appropriate officer or respond as necessary. (S)he will provide SEES administrative staff with pertinent PTO information for new families. (S)he will order and maintain office supplies and PTO equipment. (S)he will be responsible for the coordination of voting procedures for PTO elections.

Treasurer

The Treasurer will receive, collect, recount, make timely deposits and pay out all moneys subject to the order of the organization. (S)he will manage the renting/obtaining of the credit card machines and online payment sources. (S)he will keep an accurate account of all money received and expended and (s)he will render a report in writing at the final General Meeting. (S)he will meet with the Principal to draft the budget for each fiscal year. This budget will be presented at the first General Meeting. The Treasurer and Treasurer-Elect will review and balance all accounts within 30 days of the last day of the school year, and renew all required insurance policies and submit copies to the District office. All check requests require two signatures, those of the appropriate Board member and the President. If either of these officers is unavailable then the Treasurer will provide the second signature. Monies spent not budgeted through SEES PTO budget line item or committee budget item must have prior consent by the President or Treasurer. All reimbursement requests must be submitted to the Treasurer within 2 weeks of an event.

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All monies will be collected and/or counted by at least (2) two PTO members (representing 2 different PTO Board positions) one of whom must be an Executive Board member or chairperson of standing committee, excluding SEES Staff members. The Treasurer will review and update Appendix I on an annual or more frequent basis.

VP Room Parent Coordination

The Vice President Room Parent Coordination will plan, organize and implement training and guidance for all Room Parents, a minimum of twice per year. The VP Room Parent Coordination will serve as the liaison between the Room Parents and the PTO. The VP Room Parent Coordination will develop and assemble a working Room Parent Binder and Room Parent Directory that will be distributed to all Room Parents. (S)he will keep all Room Parents informed on the District's Wellness Policy. The VP Room Parent will assist with and approve e-mails and letters that can be used by Room Parents to help with communication. The VP Room Parent Coordination will arrange school-wide Staff Appreciation efforts. (S)he will coordinate classroom baskets for the Country Fair. The VP Room Parent Coordinator cannot be a room parent during the school year when (s)he will be holding the PTO board position.

VP Volunteer Coordination

The Vice President Volunteer Coordination will coordinate volunteers at PTO-sponsored events. The VP Volunteer Coordination will publicize the need for volunteers by such means as s(he) deems appropriate. The VP Volunteer Coordination will develop a volunteer pool to be used as a resource for locating volunteers for events. The VP Volunteer Coordination will schedule volunteers for events and establish and maintain contact with volunteers prior to the event. The VP Volunteer Coordination will ensure that prior to any event, every PTO volunteer has a current liability waiver signed and on file.

VP School Spirit

The Vice President School Spirit will implement and run the spirit program at SEES, including the ordering and distribution of spirit wear throughout the school year. The VP School Spirit will be the liaison with the Student Council. The VP School Spirit will offer support for Community Service projects with the Student Council.

VP Communications

The Vice President Communications will publish an electronic PTO Newsletter, maintain a PTO calendar on the website, and post pertinent PTO information, including monthly meeting minutes, approved forms and the current approved budget. The VP Communications will prepare pieces for any local publications, as needed, and maintain any social media communications. The VP Communications will also coordinate email alerts on behalf of the PTO and at the discretion of the Principal and the President.

VP Country Fair

The Vice President of Country Fair will establish a Country Fair committee to determine the overall theme and date for the event and oversee all aspects of the Country Fair in order to meet Country Fair budget projections. S(he) will present all subcommittee budgets to the Executive Board for their approval. S(he) will be responsible for communicating all relevant Country Fair information to the Board. S(he) will oversee all sub committee positions and will schedule and run all Country Fair meetings.

Financial Secretary

The financial secretary will be responsible for including reconciliation of monthly bank statements for SEES PTO & Class Fund. S(he) will review with SEES PTO Treasurer so that balances are kept accurate from month to month. S(he) will match up check request form copies (with attached receipts) with original white copy and check stub for both SEES PTO. S(he) will maintain filing system for deposit and expenses throughout the year for SEES PTO. S(he) will work closely with both the SEES PTO Treasurer to maintain organized and accurate records.