



Linn Grove Elementary PTO

Detailed Executive Board Position Descriptions

Mission Statement:

The PTO is a volunteer organization that works exclusively on behalf of our children through the cooperative efforts of our families and school staff. The PTO shall do this by:

A. Fostering closer working relationships between school, parents, and teachers.

B. Providing a forum for discussion and communication between parents, administrators, teachers and the community.

C. Enhancing the educational facilities and opportunities for the students of Linn Grove Elementary.

President:

- The president shall preside over all meetings of the organization and Executive Board, setting the agendas for such.
- Serve as the official spokesperson for the Organization.
- Act as custodian of all records for the Organization.
- Serves as the primary contact for the Principal.
- Represents the organization at meetings outside the organization. Or designates a representative.
- Help Recruit Committee Chairpersons, Coordinators, and Executive Board Members.
- Create and publish the annual PTO Calendar before the first PTO meeting of the school year.
- Oversee all PTO sponsored events and fundraising programs.
- Coordinate the work of all officers to ensure the PTO mission and objectives are promoted.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO, and the school to the best of your abilities.

Vice-President:

- Aid and assist the President
- Serves as secondary contact for the Principal
- Carry out the president's duties in his or her absence or inability to serve
- In the event the President resigns the Vice President will be acting president until a General Meeting can be held to elect a successor. This shall be held NO MORE than by the second Meeting after the prior Presidents resignation.
- Help recruit and oversee the Chair and Co-Chairs for events and it's committees.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO, and the school to the best of your abilities.

Recommended Separation & Sharing of Duties for Secretary Position:

Co- Secretary (Recording):

- Prepare agenda for General Meetings with the assistance of the President, Principal and the rest of the Executive Board.
- Prepare any materials needed for distribution or reference at the General Meetings.
- Record, distribute and post minutes of all General Meetings.
- Collect and distribute to all Board Members Teacher Requests, keep track of and order what is needed for Teacher Requests in a timely manner.
- Keep the files of communications, papers, documents and historical records belonging to the PTO.
- Create, update and distribute contact list of all officers and committee chairpersons.
- Ensure new officers and new committee chairpersons receive updated binders and material from their position predecessors.
- Maintain an accurate record of who is in possession of all PTO property/material.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO and the school to the best of your abilities.

Co-Secretary (Correspondence) :

- Prepare any correspondence, communications, marketing and publicity for the PTO as needed, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, and meeting announcements.
- Create, update and distribute list of all district contacts, resources and information.
- Answers, responds to or forwards all email correspondence as necessary.
- Maintain all Newsletters, and other social media/public communication mediums.
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO, and the school to the best of your abilities.

Treasurer Or Co- Treasurers:

- Serve as custodian of the PTO funds.
- Be authorized to disperse funds on behalf of the PTO.
- Collect any and all monies or revenue and ensure its timely deposit in the PTO's financial institution.
- Keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the budget or the Executive Board.
- He or she shall present a financial statement at every general PTO meeting, at other times of the year when requested by the Executive Board, and make a full report of the previous year revenues and expenditures at the first general PTO meeting of the fiscal year.
- At any time the PTO finances may be subject to an audit, and The Co-Treasurers shall help facilitate one.
- Any checks written for greater than \$1,000 need to be approved by the Executive Board and have two signatures.
- Send out any notice letters for payments due, receipts for donations or any other correspondence dealing with monetary activities.
- Present the upcoming school year budget at the May General Meeting.
- Prepare end-year financial report by fiscal year end
- Prepare Federal and State tax forms required by the IRS
- Renew the Incorporation of the PTO as required by the State of Iowa
- Deliver to successor all PTO finances, documents, materials, and property by fiscal year end.
- Submit a report detailing recommendations to the future Executive Board by Fiscal Year end.
- Represent the PTO and the school to the best of your abilities.