**SMPTO Board President Duties**

Updated: 6/5/23

**Summer**

* Decide on fall fundraiser (Bubblethon)
* Determine a preliminary budget with Treasurer(s) and review it with the principals
* Determine a meeting schedule for the school year (general meetings and executive meetings)
* Review and send out Bubblethon letters to businesses
* Bubblethon prep (prizes, tshirts, events, entertainment, reserve locations, etc.)
* Meet with Principals to select event dates
* Have a Board Meeting to start planning for the next year.
* Submit Facility Request Form for each event.
* At the beginning of the fiscal year, have each member of the Board fill out a Conflict of Interest form. Date as of July 1 in the current year.

**Back-to-School**

* President speaks at back-to-school nights
* Prepare printout of event and meeting dates and SMPTO contact information.
* Distribute back-to-school newsletter (if creating one)
* Organize back-to-school teacher lunch on a date determined by both principals (during the week prior to the start of school)
* Find chairs for events throughout the year (box tops, conference meals, book fair, Spring Fling, etc.)
* Volunteer Survey
* Check with Spirit Gear Coordinator to ensure we are ready for the new year.

**Fall**

* Prepare Newsletter September, November
* Iron Forge Fall Fun Fest & Spooky Party (Date, DJ, games, volunteers, etc.)
* Confirm Rice Book Fair dates with Rice VP’s
* Fall Conference week meals (IFES and Rice...snacks and meals depending on how many nights they have conferences)
* Cookies and Cocoa with Santa (food, location, Santa, volunteers, organize crafts, decorations, etc.)
* At the beginning of the school year make sure ALL Bubblethon supplies are ordered (prizes, business donations, Square/99Pledges is set up, tshirts, Zumba, volunteers, etc.)

**Winter**

* Prepare Newsletter January
* Reserve Spring Fling inflatables in December (3 Monkeys)
* Begin Spring Fling planning and reservations (Food Truck, Animals, Ice Cream Truck, Calendar Raffle Donations)
* Start thinking about plans for Bubbling Over and Forge Ahead Day (End of the year events at IFES and Rice)
* Confirm IFES Book Fair dates with IFES VP’s
* Look for potential board members for elections
* Follow up with the Secretary to make sure the business certificates have been sent from Bubblethon
* Review the budget for the second half of the school year

**Spring**

* Prepare Newsletter March & May
* PTO executive board elections
* Form an audit committee to audit PTO financials for prior fiscal year
* Spring Conference Stock the Teachers Lounge
* Keep working on Spring Fling planning (volunteers, signs, papers home to students, extra ticket sheet)
* Plan for Teacher Appreciation Week (pick a theme, breakfast, lunch, snacks and gift)
* Finalize plans for Bubbling Over and Forge Ahead Day (food, tshirts, etc.)
* Set a date to get together in early July to start Bubblethon planning for the next year

*Other Duties as needed (throughout the school year):*

Assist with management/maintenance of the OneDrive database of documents, forms, spreadsheets.

Help with afterschool events and special events in planning and implementation (i.e. IFES Fall Fun Fest & Spooky Party, Cookies & Cocoa with Santa, Holiday Market, Luau, Scholastic book fairs, conference meals, teacher appreciation week, Spring Fling, etc) .

Assist with review and update of SMPTO By-Laws every 2 years as well as the policies Whistleblower, Record Retention, Bounced Checks and Credit Card Policies (on even years).

Assist with providing fundraising updates during **Bubblethon** by copying and distribution of information (i.e. student packets, periodic classroom totals; filling in fundraising thermometer). Help with Bubblethon Kick-Off events; periodic student excitement events and the actual fitness events at each school. Assist with donation collection, counting and tallying during the Bubblethon Fund Raising period. Assist with sorting and distribution of Bubblethon prizes earned for all students.