



**PTO BOARD
POSITIONS**

SANBORN ELEMENTARY SCHOOL

PTO Co-President

The PTO Co-President should be a creative problem-solver who is comfortable supervising, coordinating, and delegating work of the PTO.

The Co-Presidents will work directly with the principal to maintain a supportive relationship between the school and the PTO – acting as a positive role model and spokesperson for the PTO.

You should possess strong leadership, communication, and management skills.

Current Co-Presidents: Laura Casey and Melissa Irvin

2-YEAR COMMITMENT

- Presides over meetings of the PTO and Board
- Serves as primary contact for the principal
- Represents PTO at meetings outside of the organization
- Coordinates the work of officers and committees
- Member ex officio of all committees
- Examine the record of the Treasurer or appoint an auditor
- Calls a minimum of five general meetings during the school year

PTO Vice-President

The PTO Vice-President plays a role in day-to-day operations of the PTO, helps formulate the group's long-range plan, work out issues as they arise, and participate in executive board discussions and decision making.

That equates to a fair amount of responsibility but not necessarily a lot of time demands, which means you can take on additional responsibilities that suit your talents and availability.

The PTO Vice-President will also focus on fundraising opportunities, such as, Spring Soiree, Sanborn Walk-a-thon, Spirt-gear, etc.

The great thing about being vice president—the job is flexible enough that it can be what you make of it.

Outgoing Vice-President: Lauren Annarelli

2-YEAR COMMITMENT

- Assist Co-Presidents in performance of duties
- Oversees fundraising

Treasurer

The Treasurer manages all incoming and outgoing funds with appropriate record keeping. And, oversees the funding of Spooky Fun Fair, Sanborn Book Fair, Spring Soiree and any other fundraising activities.

The Treasurer also manages the room parent and Enrichment budgets and funds.

Current Treasurer: Shikha Mehta

2-YEAR COMMITMENT

- Collect all money received by PTO; receive and pay bills.
- Deposit into the PTO bank account in a timely manner.
- Provide budget reports at the Executive Board meetings.
- Keep accurate records of income and expenses.
- File appropriate government forms; prepare an annual report.
- Regularly attend Executive Board meetings and support PTO functions.
- Manages all PTO reimbursements to parents and teachers.

Secretary

The role of secretary focuses on compiling, organizing, and sharing meeting minutes and agendas.

The Secretary keeps record of all meetings of the general membership and the Board and maintains a complete file of all minutes, agendas, and materials distributed at any official PTO meeting.

At general PTO meetings he/she will prepare the sign-in sheet, set out nametags, and arrange the room for the meetings. And, will attend all PTO Board meetings participating in discussions and decision-making.

Outgoing Secretary: Jenn Iocco

2-YEAR COMMITMENT

- Type up and share the agenda of upcoming Board and General PTO Meetings.
- Send out a copy of the minutes after each meeting.
- Has custody of all the books and records pertaining to the business of the PTO, except those of the Treasurer
- Prepare the sign-in sheet, set out nametags, and arrange the room for the general meetings.
- Gets food and space permits from the town for PTO events.

Communications

Communications is the public relations expert for the PTO. He/she focuses on getting out the news of the PTO's good work and any volunteer needs.

This person maintains and manages the PTO website, Facebook page and newsletter. The website is built on GoDaddy so some website skills are required but the key is creative writing – make the content fun and interesting to read! The source content will come from the Board and other committee leads.

Outgoing Communications Chair: Courtney Driscoll

2-YEAR COMMITMENT

- Maintains the PTO website and social media accounts.
- Design and manage the PTO Newsletter; including sending it out each week
- Manages SignUp Genius for the Sanborn PTO to support chairs/co-chairs in the recruiting of parent volunteers
- Assists with the creation, management and updating of volunteer role descriptions & responsibilities
- Maintains the volunteer chair/co-chair roster in Excel

Curriculum Enrichment Chair

The PTO Enrichment Chair manages the PTO enrichment programs and provide leadership as required.

He/she will bring programming to the school that enhances the curriculum and/or provides cultural insight. And, leads the enrichment grade volunteers in selecting appropriate programs for specific grade levels.

Outgoing Enrichment Chair: Krista Newman

I-YEAR COMMITMENT

- Work with the Principal and staff in planning and implementing curriculum Enrichment programs at Sanborn
- Update PTO Board
- Update Sanborn community via website, and newsletter regarding future and/or past events.
- Leads the enrichment grade volunteers in selecting appropriate programs for specific grade levels.