

PTO JOB DESCRIPTIONS

PRESIDENT/CO-PRESIDENT

1. Give curriculum night presentation to Lakewood community.
2. Set up 2 lecture/presentations per year of community interest for board meetings.
3. Maintain and update PTO handbook.
4. The go-to person for all non-fundraising activities.
5. Liason for parents and staff
6. Schedule board and regular PTO mtgs.
7. Prepare meeting agendas and preside over both meetings.
8. Give notice to community about upcoming events/meeting.
9. Coordinate PTO welcome packet at the start of the school year.
10. 1st week of school meet with principal to create school year calendar.
11. Prepare PTO update for newsletter.
12. General planning with the principal
13. Meet with the treasurer to create the following years budget.
14. Generate non-fundraising flyers for meetings and events. Use CP mail for upcoming events
15. Regularly check the president' folder in the PTO Mailbox.
16. Follow up on monthly action items at monthly board meetings.

VICE PRESIDENT/CO-VICE PRESIDENT

1. Support the President in all functions.
2. Preside over meetings in the President's absence.
3. PTOC Representative (must attend a meeting each quarter).
4. Write monthly newsletter. Organize, copy and collate for distribution
5. SIT rep – requires 1 or 2 meetings with Mr. O'neill in Jan/feb.
6. Remain on board as President for following year.

TREASURER

1. Deposit and administer all funds donated or received by the PTO in a timely manner.
2. Work closely with all executive board members in setting a budget.
3. Keep financial records of all PTO funds and report on such in writing at monthly board meetings. Report on the budget at all general PTO meetings.
4. Work closely and follow up with all Lakewood staff members on budget items.
5. Regularly check the PTO treasurer's folder in the PTO mailbox.
6. Introduce budget to parents at the 1st PTO meeting and make a year end financial report at the final PTO meeting.
7. Maintain records and submit these records for an annual non profit tax return.
8. file tax returns for auction and raffle. Work with the raffle chair and auction chair to get these numbers.
9. Prepare monthly newsletter report.

FUNDRAISING CHAIR

1. Put together the fundraising information for the PTO packet in the beginning of the year. This entails donation requests, info about the raffle and auction, and EGGS.

2. Oversee the Auction and Raffle. This entails managing a procurement team, and managers for both events.
3. Publicize auction and raffle, EGGS and donations.
4. Work with Eggs coordinator to promote participation
5. Monitor fundraising progress through school year w/auction/raffle
6. facilitates and implements any additional fundraising programs needed.
7. Update fundraising for the Newsletter
8. Recognize donations who desire a notice (sponser0 in the newsletter).

SECRETARY

1. Record the minutes of all meetings. Track and record action items at each meeting
2. Maintain a permanent record of all minutes and correspondence written on behalf of the board.
3. Send a copy of the minutes of the previous meeting to the PTO board members prior to the next meeting date.
4. Prepare materials and correspondences as requested by the PTO board if needed.
5. Keep and organize a binder for the academic year of minutes, correspondences and supporting materials.
6. Write thank you notes as needed on behalf of Lakewood for any donations to the PTO.
7. Write condolence cards and special acknowledgements as needed.

VOLUNTEER COORDINATOR

1. Work with Room Group coordinator and CP parents to find volunteers for various school events.
2. Prepare and monitor volunteer sign up sheets at curriculum night, the first day of school, backpack mail and CP mail. Communicate with PTO board about upcoming events which need volunteers.
3. Prepare a report for the newsletter.
4. Attend PTO meetings as necessary.
5. Assist fundraising chair, community building chair etc.. with finding volunteers.