

DUTIES OF OFFICERS:

FUNDRAISING COORDINATOR

1. Oversee Scrips and Box Tops
2. Manage relationship with Swag distributor, manage shopping dates.
3. Manage any other PTO fundraising efforts throughout the year (ex: Restaurant nights)
4. Member of auction committee serving as a liaison between PTO and Auction committee

TREASURER/ TREASURER-IN-TRAINING

A Treasurer-in-Training is a position that works with the current Treasurer next year to learn the software and responsibilities and then agrees to fill the Treasurer board position for the following year alongside another new Treasurer-in-Training.

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 at monthly 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 families 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 nonprofit tax return.
8. File tax returns for auction and raffle(s). Work with the raffle chair(s) and auction chair(s) to get these numbers.

PRESIDENT/CO-PRESIDENT

1. Give curriculum night presentation to Lakewood community.
2. Set up 2 lecture/presentations per year of community interest.
3. The go-to person for information. (You can always ask the president and get support)
4. Liaison for parents and staff.
5. Schedule board and regular PTO mtgs.
6. Prepare meeting agendas and preside over meetings.
7. Give notice to community about upcoming events/meeting.
8. Coordinate PTO welcome packet at the start of the school year.
9. 1st week of school meet with principal to create school year calendar.
10. Prepare PTO update for newsletter.
11. General planning with the principal, as needed.
12. Facilitate budget creation at first PTO meeting of the year.

13. Follow up on monthly action items at monthly PTO meetings.

VICE PRESIDENT/CO-VICE PRESIDENT

1. Support the President in all functions.
2. Preside over meetings in the President's absence.
3. Ensure PTOC Representation.
4. Ensure maintenance of PTO Website and Social Media.

SECRETARY

1. Record the minutes of all meetings. Track and record action items at each meeting.
2. Maintain permanent record of all minutes and correspondence written on behalf of the Board in shared Google Docs folder and posted on the PTO website after approval.
3. Send a copy of the minutes of the previous meeting to the PTO board members 1 week following a meeting.
4. Regularly check the PTO Mailbox.
5. Prepare materials and correspondences as requested by the PTO board.
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.
8. Keep time at meetings in order to keep the meeting on agenda and on track. Table items to discuss at end of meeting, if time allows, or to add the next month's agenda.

VOLUNTEER COORDINATOR/CO-VOLUNTEER COORDINATOR

1. Prepare, get translation for, and monitor volunteer signup sheets at the Meet and Greet, Curriculum Night and at other school events.
2. Coordinate any backpack mail or School Messenger requests for volunteers.
3. Find volunteers for various school events.
3. Communicate with PTO board about upcoming events and event needs.
4. Work with Fundraising Chair to promote Boxtop activities and Scrips.
5. Organize and run the Meet and Greet before school starts.
6. Organize and order lunch on the first day of school for the Lakewood staff.