



Scott M. Leaman Elementary Parent Teacher Organization

Job Descriptions + Responsibilities

For Executive Board of Directors

PTO President Job Description

The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Willingness to delegate tasks
- Good listening skills
- Effective communication skills

Responsibilities:

- Preside at general PTO meetings and executive board meetings
- Serve as the primary contact to the principal and represent the PTO at meetings of other groups, if needed
- Serve as an ex-officio member of all committees
- Retain all official records of the PTO

Typical Monthly Tasks:

- Prepare for and lead executive board meetings
- Prepare for and lead PTO meetings
- Review the treasurer's report
- Have regular check-in meetings with the principal
- Thank volunteers for their efforts

Typical Annual Tasks:

- Finalize the activities calendar with the principal
- Set the schedule of monthly executive board meetings for the year
- Hold a committee chair orientation
- Update the signature cards at your PTO's bank
- Double-check key organizational dates, including your PTO insurance policy renewal, incorporation with the state, and IRS Form 990 or 990-EZ, if applicable
- Determine which officer and committee chair positions might need to be filled next year, and reach out for volunteers

Training and Resources:

- One-on-one with outgoing president
- PTO Today's Leader's Toolkit
- Articles about president topics
- Past files and examples
- Computer files



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PTO Vice President Job Description

The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills

Responsibilities:

- Assist the president
- Perform the duties of the president if the president is absent or unable to serve
- Participate in executive board meetings and provide input for decisions
- Be an ambassador for the PTO and the school

Additional duties as defined in the PTO's bylaws.

Common additional duties include:

- Oversee committees, train committee chair people, and act as a liaison between committee chair people and the executive board
- Oversee fundraising selection, planning, and evaluation
- Serve as PTO parliamentarian
- Serve as a bylaws expert
- Be a liaison for new families
- Lead the annual membership drive

Typical Monthly Tasks:

- Participate in executive board meetings
- Participate in general meetings

Typical Annual Tasks:

- Familiarize yourself with Robert's Rules of Order
- Familiarize yourself with the PTO's bylaws
- Other tasks as designated by the executive board

Training and Resources:

- One-on-one with outgoing vice president
- Articles about vice president topics
- Computer files
- PTO Today's Leader's Toolkit
- Past files and examples



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PTO Recording Secretary Job Description

The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills

Recording Secretary Responsibilities:

- Prepare agendas for general meetings
- Record and distribute minutes of executive board meetings and general meetings
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTO meeting

Typical Monthly Tasks:

- Attend executive board meetings and participate in discussions and decision making
- Record minutes of executive board meetings
- Prepare agendas for general meetings, as developed in the executive board meeting
- Photocopy the minutes from the last general meeting for distribution (and approval) at the upcoming general meeting
- Record minutes of general meetings and distribute them in a timely manner

Typical Annual Tasks:

- Familiarize yourself with Robert's Rules of Order, especially the instructions about the content and format of an agenda and minutes
- Set up a filing system at your house and on your computer

Secretary Training and Resources:

- One-on-one with outgoing secretary
- PTO Today's Secretary's Toolkit
- Articles about secretary topics
- Past files and examples
- Computer files



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PTO Communications Secretary Job Description

The communications secretary is the public relations expert for the PTO; she focuses on getting out the news of the PTO's good work. Broadcast email. Collect email addresses from members. Use email to send meeting reminders, announce upcoming events, and distribute the PTO newsletter. Create a periodic newsletter focused on PTO activities. Announce events, thank volunteers, profile upcoming activities, solicit help, and provide information. Include photos. Local media. Build a relationship with the reporters who handle local news in your area. Pass along interesting PTO news. Correspondence. Prepare notes of thanks, sympathy, inquiry, etc. as needed on behalf of the PTO and with approval of the executive board. Maintain a file of all your work, including photos of displays and samples of each document.

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills

Communications Responsibilities:

- Determine, with executive board approval, the most appropriate methods and frequency of communicating with members
- Manage communications and marketing for the PTO, including but not limited to:
 - PTO newsletters
 - Email broadcasts
 - Website
 - Social media
 - Bulletin boards

Typical Monthly Tasks:

- Use email to send meeting reminders, announce upcoming events, and distribute the PTO newsletter
- Review PTO website and social media sites and update as needed
- Prepare the PTO newsletter or submit PTO news for the school newsletter
- Prepare notes of thanks, sympathy, inquiry, etc. as needed on behalf of the PTO and with approval of the executive board
- Update bulletin board displays

Typical Annual Tasks:

- Collect email addresses from members
- Maintain a file of all your work, including photos of displays and samples of each document
- Notify local media about interesting PTO news



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PTO Treasurer Job Description and Duties

The PTO treasurer is the custodian of the parent group's funds. The treasurer helps develop the budget, collects fundraising money, writes checks for purchases and reimbursements, tracks income and spending, makes financial reports, and organizes the books for annual audit. As a member of the executive board, the treasurer represents the parent group, and thus his or her actions reflect upon the reputation of the group and the school. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Characteristics:

- Desires to serve the PTO, the school, and ultimately the students
- Computer literate—must know how to use Excel and Quicken or be willing to learn
- Appreciates the value and power of a balanced budget
- Appreciates the value of a paper trail; willing to follow through on tight financial controls
- Honest, organized, and tenacious; not put off by paperwork, forms, documents, numbers
- “In touch” with school activities and PTO business, or wants to become in touch
- Understands that this role is the custodian of other peoples' money

Time Commitment

- Board meeting monthly
- General PTO meetings monthly
- Most work can be done on your own schedule

Typical Monthly Responsibilities

- Post financial transactions to our financial system as they occur throughout month
- Create monthly PTO treasurer reports (transaction report, performance to budget report)
- Reconcile checkbook
- Write checks as needed (two signatures and proper paperwork required)
- Make deposits in a timely fashion, as needed
- Keep financial transaction forms available for all volunteers
- Preserve financial records, including invoices and control forms



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PTO Treasurer Job Description and Duties (continued)

Typical Annual Responsibilities

- Lead annual budget development process in August
- Present budget for approval at September PTO meeting
- File Form 990-EZ (annual IRS information return required for 501(c)(3) groups)
- Renew incorporation with the state
- Facilitate annual financial review (audit)

Training and Resources

- One-on-one with outgoing treasurer
- Articles about treasurer topics
- Past files and examples
- Computer files
- PTO Today Treasurer's Toolkit



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PTO Social Media Manager Job Description

Oversee day-to-day management of campaigns and ensure brand consistency with the WPUSD and Leaman Elementary. Facilitate scaling brand and school awareness through various social media channels. Work with the WPUSD Social Media/Marketing Representative to create and implement social media strategies monthly. Ensure brand consistency in copy through tone, voice and terminology from the Communications Secretary. Supervise all aspects of social media interaction between teachers, parents, students and the community to ensure a positive experience. Create actionable plans to both grow and maintain followers through popular social media platforms such as Twitter, Facebook, Pinterest, YouTube and LinkedIn. Ensure progress on all platforms by using analytical tools such as Google Analytics and others.

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills
- Good computer skills
- Strong organizational skills

Communications Responsibilities:

- Determine, with executive board approval, the most appropriate methods and frequency of communicating with members on all social media platforms
- Manage communications and marketing for the PTO, including but not limited to:
 - Social media (Facebook, Instagram, Twitter)
 - Office Bulletin boards

Typical Monthly Tasks:

- Review PTO website and social media sites and update as needed
- Prepare notes of thanks, sympathy, inquiry, etc. as needed on behalf of the PTO and with approval of the executive board
- Update bulletin board displays the ***last school day before the new month begins*** with all information for membership, celebration notes, fundraisers, how to contact the board, etc.
- Create a theme for each month for the bulletin boards and carry that theme across all social platforms
- Pull insights from IG and FB for review and discussion at the board meeting

Typical Annual Tasks:

- Maintain a file of all your work, including photos of displays and samples of each document

Training and Resources:

- One-on-one with outgoing social media coordinator
- Articles about social media topics
- Computer files
- PTO Today's Leader's Toolkit
- Past files and examples



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PTO Fundraising Job Description

Oversees the Fundraising Mission of the PTO in accordance with the Executive Board Members goal of raising monies to support Leaman Elementary.

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills

Responsibilities:

- Responsible for securing committee chairs for all fundraising efforts (with President and VP)
- Monitors school and PTO calendars with regards to fundraising efforts.
- Participate in executive board meetings and provide input for decisions
- Be an ambassador for the PTO and the school
- Coordinates each fundraising effort with the PTO Treasurer.

Additional duties as defined in the PTO's bylaws.

Common additional duties include:

- Assist in training committee chair people, and act as a liaison between committee chair people and the executive board
- Assist in the success of each fundraising effort
- Participate in executive decisions regarding fund distribution, PTO supported programs and relevant Leaman issues.

Typical Monthly Tasks:

- Participate in executive board meetings
- Participate in general meetings

Typical Annual Tasks:

- Familiarize yourself with Robert's Rules of Order
- Familiarize yourself with the PTO's bylaws
- Provide EOY documentation for all fundraising events, contacts, what worked & what could be improved upon
- Other tasks as designated by the executive board

Training and Resources:

- One-on-one with outgoing fundraising chair
- PTO Today's Leader's Toolkit
- Articles about fundraising topics
- Past files and examples
- Computer files



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PTO Event Coordinator Job Description

Oversees the desired mission of building community within Leaman Elementary with fun, engaging, appropriate events for all ages.

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Good listening skills
- Effective communication skills

Responsibilities:

- Responsible for securing committee chairs for all events (with President and VP)
- Monitors school and PTO calendars with regards to scheduling events
- Participate in executive board meetings and provide input for decisions
- Be an ambassador for the PTO and the school

Additional duties as defined in the PTO's bylaws.

Common additional duties include:

- Assist in training committee chair people, and act as a liaison between committee chair people and the executive board
- Assist in the success of each event
- Participate in executive decisions regarding each event and issues that may arise

Typical Monthly Tasks:

- Participate in executive board meetings
- Participate in general meetings
- Provide status updates and needs via email

Typical Annual Tasks:

- Familiarize yourself with Robert's Rules of Order
- Familiarize yourself with the PTO's bylaws
- Other tasks as designated by the executive board
- Provide EOY documentation for all events, contacts, what worked and what could be improved upon

Training and Resources:

- One-on-one with outgoing events chair
- PTO Today's Leader's Toolkit
- Articles about event topics
- Past files and examples
- Computer files