

Ada Elementary

PTO Job Descriptions

2015-2016 School Year

Updated as of:
3/24/2015

Determine, with the PTO Board, including the Principal and Teacher Advisory Representative, strategic and tactical plans for the PTO. Oversee the Treasurer, Communications Coordinator and Secretary.

RESPONSIBILITIES

- ♦ Must have a current criminal background check with satisfactory results.
- ♦ Meet with predecessor and collect files.
- ♦ Ensure PTO Board and Committee Chairs comply with By-Laws and other procedures, and plan for future of organization.
- ♦ Attend all PTO Board Meetings. (Usually once a month.) In collaboration with the President of Community Relations, develop the agenda and notify, at least one week in advance, others who will be asked to speak at these meetings.
- ♦ Contact on a regular basis the Treasurer, Communication Coordinator and Secretary who report to you to remain apprised of issues within each area.
- ♦ Meet with President of Community Relations during the spring to review all areas of responsibility and formulate time-tables. At that time preliminary budget discussions should take place.
- ♦ Continue budget management with President of Community Relations and Treasurer throughout the year, including the summer, using an interim or preliminary budget.
- ♦ Have the full-year budget approved at the first PTO meeting of the school year.
- ♦ Review Job Descriptions to have an understanding of what each position is responsible for including Committee Chairs.
- ♦ Contact Teacher Representative at the beginning of the year and keep contact up throughout the year; discuss any issues.
- ♦ Monthly meet with the Principal to share information on current events/problems involving the school. Provide guidance to the Principal as to what issues might need addressing within the parent body.
- ♦ Communicate regularly with parents and teachers on PTO issues and events via newsletters, flyers, social media and meetings.
- ♦ Follow the Budget approval process. Advocate for support.
- ♦ In collaboration with the President of Community Relations, write the President's Letter in the PTO Times.
- ♦ Follow Forest Hills Public School and Ada Elementary's policies and procedures.
- ♦ Be prepared to speak at various school functions, including but not limited to, Newcomer's Orientation, Open House and PTO General Meetings.
- ♦ In collaboration with the President of Community Relations, draft PTO calendar of events for next school year before September. Work with Principal to finalize event dates.
- ♦ Co-sign on PTO Bank Accounts.
- ♦ In collaboration with the President of Community Relations, appoint Committee Chairpersons with the approval of the Board.
- ♦ Coordinate and manage volunteer recruitment activities.
- ♦ Be available throughout the year to solicit additional volunteer support as needed.
- ♦ Other duties as assigned.

Determine, with the PTO Board, including the Principal and Teacher Advisory Representative, strategic and tactical plans for the PTO. Oversee the Treasurer, Communications Coordinator and Secretary. Oversee the Vice President, Fundraising Coordinator and Community Outreach Coordinator.

RESPONSIBILITIES

- ♦ Must have a current criminal background check with satisfactory results.
- ♦ Meet with predecessor and collect files.
- ♦ Ensure PTO Board and Committee Chairs comply with By-Laws and other procedures, and plan for future of organization.
- ♦ Attend all PTO Board Meetings. (Usually once a month.) In collaboration with the President of Operations, develop the agenda and notify, at least one week in advance, others who will be asked to speak at these meetings.
- ♦ Contact on a regular basis the Vice President, Fundraising Coordinator and Community Outreach Coordinator who report to you to remain apprised of issues within each area.
- ♦ Meet with President of Operations during the spring to review all areas of responsibility and formulate time-tables. At that time preliminary budget discussions should take place.
- ♦ Continue budget management with President of Operations and Treasurer throughout the year, including the summer, using an interim or preliminary budget.
- ♦ Have the full-year budget approved at the first PTO meeting of the school year.
- ♦ Review Job Descriptions to have an understanding of what each position is responsible for including Committee Chairs.
- ♦ Contact Teacher Representative at the beginning of the year and keep contact up throughout the year; discuss any issues.
- ♦ Monthly meet with the Principal to share information on current events/problems involving the school. Provide guidance to the Principal as to what issues might need addressing within the parent body.
- ♦ Communicate regularly with parents and teachers on PTO issues and events via newsletters, flyers social media and meetings.
- ♦ Follow the Budget approval process. Advocate for support.
- ♦ In collaboration with the President of Operations, write the President's Letter in PTO Times.
- ♦ Follow Forest Hills Public School and Ada Elementary's policies and procedures.
- ♦ Be prepared to speak at various functions, including but not limited to, Newcomer's Orientation, Open House and PTO General Meetings.
- ♦ In collaboration with the President of Operations, draft PTO calendar of events for next school year before September. Work with Principal to finalize event dates.
- ♦ Co-sign in PTO Bank Accounts.
- ♦ In collaboration with the President of Community Relations, appoint Committee Chairpersons with the approval of the Board.
- ♦ Coordinate and manage volunteer recruitment activities.
- ♦ Be available throughout the year to solicit additional volunteer support as needed.
- ♦ Other duties as assigned.

First in line of succession if a President is unable to complete a term. Responsible for both curricular enrichment activities and parent education sponsored by the PTO.

RESPONSIBILITIES

- ♦ Must have a current criminal background check with satisfactory results.
- ♦ Meet with predecessor and collect files.
- ♦ Follow Forest Hills Public School and Ada Elementary's policies and procedures. Comply with By-Laws and other procedures, and plan for future of organization.
- ♦ Attend monthly PTO Board Meetings and all PTO General Meetings.
- ♦ Should be willing to step up to the President role after term is complete and position is available.
- ♦ Oversee the Ada / Eager Reader Program, Project Charlie, Cultural Arts, Room Parents and Junior Great Books. Contact the Committee Chairs on a regular basis and remain apprised of issues within each area.
- ♦ Work closely with Committee Chairs:
 - Review budgets and expectations prior to activities.
 - Work with Committee Chairs to execute and submit proper facility (room) reservations with the School Secretary.
 - Meet at least once at the start of events and periodically communicate to stay informed.
 - Be prepared to report progress of activities at PTO Board Meetings.
 - Ensure that all Committees receive recognition and thanks at meetings and in the PTO Times upon conclusion of activities.
 - Meet with committee chairs to discuss their event theme, date, budget (if applicable), income estimations (if applicable) and objectives.
 - Stay informed of planning, decisions, and performance for each event and communicate to PTO Board. Critical decisions must be pre-approved by the President(s).
- ♦ Train and oversee Committee Chairs as they develop goals and implement procedures for programs.
- ♦ Evaluate past programs, both financial and in terms of attendance. Consider ways to make projects innovative and community oriented.
- ♦ Plan educational programs to be self-sustaining when possible, yet non-profit.
- ♦ Attempt to attend all events and help where needed.
- ♦ Exercise the functions of the President(s) during the President(s) absence, disability or failure to act.
- ♦ Be available throughout the year to solicit additional volunteer support as needed.
- ♦ Other duties as assigned.

Handle the funds and keep the Financial Records of the PTO. Develop the Interim and Annual Budgets for the PTO in March, in cooperation with the President(s) and Executive Board. Official Treasurer transition is August.

RESPONSIBILITIES

- ♦ Must have a current criminal background check with satisfactory results.
- ♦ Meet with predecessor and collect files. Receive books and records from retiring Treasurer after June 30th.
- ♦ Follow Forest Hills Public School and Ada Elementary's policies and procedures. Comply with By-Laws and other procedures, and plan for future of organization.
- ♦ Attend monthly PTO Board Meetings and all PTO General Meetings.
- ♦ Draft the proposed PTO budget for the upcoming school year.
- ♦ Present a monthly financial report at monthly Board Meetings.
- ♦ Monitor the financial performance of the PTO.
- ♦ Present the Annual Budget to be voted on at the PTO General Meeting in May.
- ♦ Request appropriate votes be held at Board Meetings to alter budget lines. Expenses may not exceed approved budget with a vote to amen (see By-Law).
- ♦ If potential expenses exceed a budget line, report to the Co-Presidents.
- ♦ Communicate with the Bank regarding discrepancies, orders new checks and deposit slips.
 - Maintain PTO checking account via QuickBooks.
 - Issue checks after approval of Presidents
 - Reimburse all approved expenses that were paid by committee members or Board Members.
 - Correspond with anyone that issues a bounced check.
 - Reconcile the checking account each month.
 - Give bank Co-Presidents signatures and information for check signing.
 - Have all corporation checks signed by two (2) people – the Treasurer and a President (or Vice President in Presidents absence).
- ♦ Grants
 - Prepare Grant Application Forms and distribute to staff with notification of dollar amount.
 - Bring completed applications to board for approval; notify proper school staff of approval.
 - Coordinate payment of grant requests with office staff.
 - Maintain annual grant spreadsheet.
- ♦ Provide start-up cash to fundraisers Chairs as needed.
- ♦ File Form 990 with the IRS.
- ♦ Submit quarterly and annual sales tax reports to State of Michigan (using existing spreadsheet and state website). Keep a permanent file of all tax-exempt numbers and certificates.
- ♦ Complete biannual (January and August) "Gifts to Ada Elementary" form for FHPS School Board.
- ♦ Keep on file all invoices paid out for a period of 7 years.
- ♦ Be available throughout the year to solicit additional volunteer support as needed.
- ♦ Other duties as assigned

Record and distribute the minutes of both the PTO Board Meetings and PTO General Meetings. Maintain all non-financial records of the PTO. Assist the PTO Presidents with general administrative tasks as needed.

RESPONSIBILITIES

- ♦ Must have a current criminal background check with satisfactory results.
- ♦ Meet with predecessor and collect files.
- ♦ Follow Forest Hills Public School and Ada Elementary's policies and procedures. Comply with By-Laws and other procedures, and plan for future of organization.
- ♦ Attend monthly PTO Board Meetings and all PTO General Meetings.
- ♦ In late August, set up the PTO folders for all PTO Board Members to be passed out at first PTO Meeting. Update throughout the year if information changes. The folders should include:
 - PTO Board members contact information
 - PTO Board job descriptions (specific to that individual)
 - Information from Secretaries which include printing service information
 - Committee Chairs, their contact information and Board Liaison
 - Forest Hills Public School District Calendar (can be found on district website)
 - Staff Roster (information obtained from School Secretary)
 - Kid Bit Counts (obtained from School Secretary – may not be available until Mid-September)
 - Class Rosters
 - PTO Calendar
- ♦ Oversee the PAC Reps. Contact the PAC Reps on a regular basis and remain apprised of issues within each area. In conjunction with the Presidents, share all pertinent information with PAC Reps.
- ♦ Come prepared to every PTO Board Meeting with the following:
 - Updated Annual PTO Calendar
 - Last month's meeting minutes
- ♦ Record the minutes at both the PTO Board Meetings and PTO General Meetings. PTO Board Meeting Minutes should be distributed for approval at the following PTO Board Meeting.
- ♦ Maintain a binder of minutes for the full year's meetings.
- ♦ Collect lists of potential volunteers (obtained from Open House and Newcomer's Orientation) and distribute this contact information to Committee Chairs.
- ♦ Maintain master copies of all volunteer sign-up sheets, providing Committee Chairs with additional volunteers as they express interest.
- ♦ Be available throughout the year to solicit additional volunteer support as needed.

Administer the development and implementations of the PTO-sponsored events that raise funds for the PTO.

RESPONSIBILITIES

- ♦ Must have a current criminal background check with satisfactory results.
- ♦ Meet with predecessor and collect files.
- ♦ Follow Forest Hills Public School and Ada Elementary's policies and procedures. Comply with By-Laws and other procedures, and plan for future of organization.
- ♦ Attend monthly PTO Board Meetings and all PTO General Meetings.
- ♦ Oversee the Box Tops / Labels for Education, Scholastic Book Fair, "Walk with the Dogs" Walk-a-thon, Carnival and Room Sponsors and any other fundraisers. On a regular basis and remain apprised of uses within each area.
- ♦ Work closely with Committee Chairs:
 - Review budgets and expectations prior to activities.
 - Work with Committee Chairs to execute and submit proper facility (room) reservations with the School Secretary.
 - Meet at least once at the start of terms and periodically communicate to stay informed.
 - Be prepared to report progress of activities at PTO Board Meetings.
 - Ensure that all committees receive recognition and thanks at meetings and in the PTO Times upon conclusion of activities.
 - Assist Committee Chairs with setting up contracts with vendors.
 - For fundraising projects, meet with Committee Chairs to discuss their event theme, date, budget, income estimations and objectives. Plan to attend meetings and events, and assist as needed.
 - Stay informed of planning, decisions, and performance for each event and communicate to PTO Board. Critical decisions must be pre-approved by the President(s).
- ♦ Train and oversee Committee Chairs as they develop goals and implement procedures for programs.
- ♦ Evaluate past programs, both financial and in terms of attendance. Consider ways to make projects innovative and community oriented.
- ♦ Attempt to attend all events and help where needed.
- ♦ Ensure that fundraising monies are accounted for appropriately and given to the PTO Treasurer for deposit.
- ♦ Be available throughout the year to solicit additional volunteer support as needed.
- ♦ Other duties as assigned.

Promote clear and effective communication between the PTO, Ada Elementary community, staff, parents and students. Ensure that all communication outlets are up to date with PTO sponsored programs, events and calendar.

RESPONSIBILITIES

- ♦ Must have a current criminal background check with satisfactory results.
- ♦ Meet with predecessor and collect files.
- ♦ Follow Forest Hills Public School and Ada Elementary's policies and procedures. Comply with By-Laws and other procedures, and plan for future of organization.
- ♦ Attend monthly PTO Board Meetings and all PTO General Meetings.
- ♦ Oversee the School Directory program. On a regular basis remain apprised of issues.
- ♦ Over the summer and in the first week of school ensure that all Committee Chairs are aware of your role and how you service them. Work with Committee Chairs on creating all flyers distributed to students, families and staff.
- ♦ Work closely with Committee Chairs; review budgets and expectations prior to activities. Meet at least once at the start of terms and periodically communicate to stay informed. Be prepared to report progress of activities at PTO Board Meetings. Ensure that all committees receive recognition and thanks at meetings and in the PTO Times upon conclusion of activities.
- ♦ Train and oversee Committee Chairs as they develop goals and implement procedures for programs.
- ♦ Evaluate past programs, both financial and in terms of attendance. Consider ways to make projects innovative and community oriented.
- ♦ Stay informed of planning, decisions, and performance for each event and communicate to PTO Board. Critical decisions must be pre-approved by the President(s).
- ♦ Responsible for weekly editing and publication of the PTO Times. This includes working with Committee Chairs responsible for writing articles. Review submitted articles and proof-read for spelling and grammatical errors. A draft of the PTO Times should be reviewed by the President(s) one week prior to submission.
- ♦ After approval, the PTO Times should be sent to printing. The final printed product should be sent to every KidBit student. Remaining PTO Times copies should be available on the PTO Bulletin Board. An electronic copy of the PTO Times should be posted on the PTO website.
- ♦ Manage all printing matters and be the sole person sending articles to printing. Work closely with Treasurer on printing costs and develop strategies to 'go green' and save money.
- ♦ Review and update the PTO website. Maintain website domain and ensure it remains active by continuing domain registration.
- ♦ In collaboration with Committee Chairs and Teacher Advisory Representative, compose monthly email to staff regarding the on-goings of the PTO and our expectations for success of programs.
- ♦ Maintain PTO informational bulletin board located outside the front office, on a monthly basis, including posting the PTO times and other flyers. Remove information in a timely fashion when an event is over. Ensure that the PTO bulletin board is up in August before Newcomer's Orientation and the Open House.
- ♦ Periodically check with the main office and obtain the names of any families entering the school during the year. Have these families names printed in the PTO Times with a welcome message. Contact the new family to welcome them.
- ♦ Explore ways to make students, parents and staff aware of our programs, services, and events.
- ♦ Be available throughout the year to solicit additional volunteer support as needed.
- ♦ Other duties as assigned.

Administer the development and implementation of PTO-sponsored school programs.

RESPONSIBILITIES

- ♦ Must have a current criminal background check with satisfactory results.
- ♦ Meet with predecessor and collect files.
- ♦ Follow Forest Hills Public School and Ada Elementary's policies and procedures. Comply with By-Laws and other procedures, and plan for future of organization.
- ♦ Should be willing to step up to the President role after term is complete and position is available.
- ♦ Attend monthly PTO Board Meetings and all PTO General Meetings.
- ♦ Oversee the Grounds & Gardening and Earth Day, Fall / Spring Conference Dinners, MEAP Snacks, Staff Appreciation Week and Field Day. Contact the Committee Chairs on a regular basis and remain apprised of issues within each area.
- ♦ Help office staff with the summer mailing, usually in early August. Find volunteers to help with this mailing. Discuss with the Principal any PTO materials to be included.
- ♦ Work closely with Committee Chairs:
 - Review budgets and expectations prior to activities.
 - Work with Committee Chairs to execute and submit proper facility (room) reservations with the School Secretary.
 - Meet at least once at the start of events and periodically communicate to stay informed.
 - Be prepared to report progress of activities at PTO Board Meetings.
 - Ensure that all Committees receive recognition and thanks at meetings and in the PTO Times upon conclusion of activities.
 - Meet with committee chairs to discuss their event theme, date, budget (if applicable), income estimations (if applicable) and objectives.
 - Stay informed of planning, decisions, and performance for each event and communicate to PTO Board. Critical decisions must be pre-approved by the President(s).
- ♦ Train and oversee Committee Chairs as they develop goals and implement procedures for programs.
- ♦ Evaluate past programs, both financial and in terms of attendance. Consider ways to make projects innovative and community oriented.
- ♦ Plan programs to be self-sustaining when possible.
- ♦ Attempt to attend all events and help where needed.
- ♦ Arrange speakers for the PTO General Meetings, upon request, working in conjunction with the President(s) and Principal. Ensure that the meeting space for PTO General Meetings have been reserved through the school main office.
- ♦ Be available throughout the year to solicit additional volunteer support as needed.
- ♦ Other duties as assigned.

Provide the PTO with information, concerns, kudos or feedback from staff and teachers.

RESPONSIBILITIES

- ♦ Meet with the predecessor and collect files.
- ♦ Follow Forest Hills Public School and Ada Elementary's policies and procedures. Comply with By-Laws and other procedures, and plan for future of organization.
- ♦ Help facilitate the flow of information regarding the needs of the school to teachers, students and community.
- ♦ Attends monthly PTO meetings or a monthly meeting with President(s).
- ♦ Serves as a liaison between teachers and the PTO.
- ♦ Meet In conjunction with the Principal, identify fundraiser goals.