

CHAPARRAL PTO BOARD POSITIONS 2018-2019

President (Tier III):

- Serve as overall coordinator of PTO Organization and communicate with school administration
- Attend General PTO Meetings and PTO Executive Meetings (monthly)
- Hold planning meetings with PTO Executive Officers as needed
- Coordinate school and PTO sponsored activities and programs with the PTO Executive Officers
- Chair PTO General Meetings
- Prepare agenda with Recording Secretary monthly
- Attend Site Council Meetings
- Establish a working budget with PTO Treasurer
- Signer on PTO bank account and checks
- Help count money

Vice-President (Tier II):

- Attend all General PTO Meetings and PTO Executive Meetings
- Chair PTO General Meetings in the absence of the President
- Assist President with communication and coordination of officers and chairpersons
- Work closely with President to ensure organization's goals and objectives are accomplished
- Helps plan and coordinate Fall Festival

Secretary (Tier II):

- Attend all General PTO Meetings and PTO Executive Meetings
- Record and maintain written documentation of all meetings
- Present a written report of all previous PTO general meeting minutes
- Oversee communication to families, community and school
- Maintain website
- Maintain social media sites and email alerts

Treasurer (Tier III):

- Attend all General PTO Meetings and PTO Executive Meetings
- Present a current report of the financial status at all PTO Meetings
- Prepare a budget for the year including all events
- Coordinate and maintain financial records for all PTO sponsored fundraising activities
- Signer on PTO bank account and checks
- Maintain PTO bank accounts
- Keep accurate records of receipts and expenditures
- Receive all monies for the PTO and make deposits into bank account
- Help count money
- Prepare and present an End-of-the-year report at the final meeting
- Ensure annual taxes are filed with the IRS

Fall Fundraiser Chair (Tier II):

- Attend all General PTO Meetings
- Helps select, plan, communicate and execute the fall fundraiser

Spring Fundraiser Chair (Tier II):

- Attend all General PTO Meetings
- Helps select, plan, communicate and execute the spring fundraiser

Volunteer Coordinator (Tier II):

- Attend all General PTO Meetings
- Assist Officers and chairpersons in finding volunteers for events throughout the year

Communicates on a regular basis with school volunteers
Creates and maintains online volunteer sign ups

Hospitality Chair (Tier II):

Attend all *General PTO Meetings*
Organizes student hospitality events such as *Grandparents Breakfast, Donuts with Dad, Muffins with Mom and Super Shark Assemblies*

Teacher Hospitality Chair (Tier II):

Attend all *General PTO Meetings*
Organizes teacher hospitality events such as, *Welcome Back Lunch, Fall/Spring Conferences Lunch, Holiday Lunch, and Teacher Appreciation Week*

Corporate Fundraising Chair (Tier II):

Attend all *General PTO Meetings*
Coordinates and executes corporate fundraising programs such as, *POGO Pass, Amazon Smiles, Fry's Rewards, Harkins Sales, Monthly Kona Ice Truck Days and Box Tops*

Restaurant Night Coordinator (Tier II):

Attend all *General PTO Meetings*
Coordinates and sets up monthly fundraising nights

Activities Coordinator (Tier II):

Attend all *General PTO Meeting*
Coordinates and manages *Holiday Shop*
Coordinates *6th Grade Clap Out*
Oversees *Art Masterpiece*

Section 9. Teacher Liaison Positions:

Attend all *General PTO Meetings*
Assist with all relevant functions, especially those involving teachers and events on campus
Represent the PTO to teachers and campus staff
Provide input regarding teacher needs to PTO board