

2018/2019 Board Descriptions

Executive Board

President

- Preside at all meetings of the PTO, the Board, and the executive committee.
- Appoint the chairmen of special committees.
- Orient the Nominating Committee Chair to their duties and procedures.
- Coordinate the work of the officers, commissions, and committees of the PTO.
- Attend all school board meetings or send another officer as the representative and attend region meetings as invited.
- Maintain the records and a procedure book for the office of President and the PTO.
- Perform any other duties as assigned by the executive committee.
- Serve on the Fundraising committee.

President Elect

- Work under and in cooperation with the president and perform such duties as delegated and assigned by the PTO officers or president.
- As appropriate, attend meeting with the president including school board meetings.
- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr).
- In the absence of the president or inability to act, perform and execute the powers of the president.
- Serve on the Fundraising Committee.
- Automatically succeed to the office of president at the end of his term.

Secretary

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr).
- Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Record the minutes of all meetings of the PTO, Board of Directors, and Executive Committee. including any motions and decisions made by the board of the association. Minutes from meetings are considered legal documents for the IRS and other entities.
- Conduct correspondence for the association and assist the Public Relations VP when necessary.
- Prepare for Board Meetings by preparing the agenda, contacting board members to invite them to meetings, present a copy of the previous minutes.
- Record the business of the PTO and help the membership chair maintain an accurate and current membership roster.
- Act as a signer on the bank account jointly with the treasurer and president.

Treasurer:

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr) Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Have custody of and be responsible for all funds of the PTO unit.
- Develop, with the executive committee, an annual budget to be approved by the local PTO membership.
- Keep a full and accurate account of receipts and expenditures of all monies of the PTO unit.
- Count all monies with three (3) people present, and deposit all monies in the bank the same day received.
- Make disbursements as authorized, in accordance with the approved budget.
- Co-sign all checks with the president, president-elect, or secretary. (No two officers who are related by blood or marriage or who reside in the same household may be signers on the checking account.)
- Make a monthly remittance of membership dues.
- Present a treasurer's report at every meeting of the executive committee, board of directors, and general membership.
- Make a financial report at the annual meeting, and submit a full written year-end financial statement to the incoming executive committee no later than June 30.
- Submit the books, after they have been closed for the year, for an AFR (Annual Financial Reconciliation) by an auditor or an AFR committee.

PTO Standing Board

Programs VP

- Attend all scheduled board and committee meetings (1x/month) and training (Aug/Apr)
- Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Oversees the programs of the PTO as determined by the needs assessment and the Board of Directors.
- Participates in the organization and recruitment of volunteers for committees to support the activities and programs of the PTO.

Communications VP:

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr).
- Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Work with the PTO president, Membership VP and assists Board members to promote events and membership.
- Form and chair the Public Relations Committee. Meet regularly and delegate responsibility as you facilitate, lead, supervise, and coordinate the work of that committee in publicizing your PTO programs and activities.

- Keep informed of, publicize, and spotlight what your PTO is doing.
- Oversee the production and distribution of a quarterly newsletter and/or contribute to the Griffin Chronicle.
- Guarantee that recognitions are acknowledged and thank you notes are sent.
- Maintain all PTO social media accounts.
- Serves on the Fundraising Committee

Community Involvement VP:

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr)
- Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Assist in the development of business partners to support the programs and activities of the PTO.
- Solicit donations of services and goods that support the activities and programs of the PTO.
- Work with Public Relations Chair/Committee to guarantee that all thank you notes and recognition are given to community partners and donors.
- Chair a committee for Family Fun Nights and or other Parent/Community Involvement Events.
- Assist the Hospitality Chair and committee with Teacher Appreciation (May).
- Assist the Public Relations and Programs VP's with Volunteer Coordination.
- Serve on the Fundraising Committee.

Membership VP-The membership chair with their committee is responsible for developing a membership growth plan that includes retention and recruitment strategies that lead to overall membership growth.

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr).
- Conduct a membership drive (Fall/Winter).
- Distribute membership cards to local members.
- Maintain accurate membership records and Membership procedure book.
- Work with Communications VP/ Public Relations Committee to promote PTO membership.

Chairs

(These are appointed and do not need to be voted on)

Hospitality/Teacher Appreciation Chair

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr).
- Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Form and chair a hospitality committee to implement teacher appreciation week (May), birthday recognitions, student led conference dinners, and any other recognitions for faculty and staff as determined by the committee.
- Submit a proposed budget to the Executive committee.
- Support the Community Involvement VP with the volunteer thank you event.

Volunteer Coordinator

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr)
- Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Acts as the coordinator of all volunteers for various school activities.
- Responsible for recruiting, retaining, matching volunteers with activities and recognizing volunteers for their efforts.
- Tracks volunteer hours, nominates/recognizes Volunteer of the Month, provides direction to Home Room Parents, compiles volunteer database.

Room Parent Coordinator

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr).
- Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Responsible for recruiting, retaining, matching volunteers with each teacher and to make sure they have all of the resources they need. Follow up through out the year to make sure every classroom still has a Room Parent.
- Plan and help coordinate a fall training meeting for all of the new room parents, as well as, get all information and documents to teachers by back to school night.

Fundraising Chair

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr).
- Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Oversees the activities and creation of a fundraising committee.
- This committee will conduct and plan the annual PTO fundraiser and participation in community donation programs. (i.e. Boxtops, Eat Out nights, Smith's Community Rewards, etc.).
- Present an event budget and projected outcomes to the Executive Board for approval.

Nominations Chair

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr).
- Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Oversee the creation of a Nominating committee for the year.
- This committee will conduct elections in the spring for the following year's board.
- They will also maintain a list of interested nominees for consideration to fill vacancies during the school year.

Griffin Gear Chair

- Attend all scheduled board and committee meetings (1x/month), and training (Aug/Apr).
- Act as an aide to the president, and perform such duties as delegated and assigned by the PTO officers or president.
- Oversee all orders and place orders with the supplier. Maintain a good working relationship with the supplier.
- Work closely with the executive board and treasure on financial matters. Keep a full and accurate account of receipts and expenditures.
- Make a financial report pertaining to all orders placed.