

# PTO Board Position Descriptions

All Board positions are required to attend monthly board and general PTO meetings.

## 1. President

The President will have the responsibility for the efficient functioning of the Parent Teacher Organization; Presides over the general membership and board meetings; Acts as liaison to the Lakeview Principal and Site Council; Consults with and advises other Board members; Directs inquiries to appropriate committees and parties; Responsible for public relations within the organization. Shall be a member ex-officio of all committees. Shall serve in an advisory capacity the following year.

## 2. Vice President

This position will share responsibilities with the president and offer support to the President as needed. Responsibilities will include interfacing with committee chairs, coordinating grants and handling day to day activities with the President. Runs PTO board meetings and PTO meetings when the president is unable. In the event the President is unable to fulfill their duties and obligations, the VP would assume that role for the remainder of the term.

## 3. Secretary/Parliamentarian

The secretary/parliamentarian is responsible for taking notes at all PTO board and general meeting and distributing those notes as necessary. Presents prior notes to board/general PTO for approval at each meeting and makes necessary amendments. As Parliamentarian, they are responsible for keeping meetings on time and on track.

## 4. Financial Secretary

The financial secretary is responsible for handling all monies that come in and go out of the PTO. They must accurately count and deposit money to the bank in a timely fashion. The financial secretary is responsible for creating and maintaining a spreadsheet with deposit detail and attaches the deposit slips for the Treasurer. Oversees and follows up on committees that are working on foundations and companies that offer "free money" (scrip, box tops, company matching programs, etc.) At PTO functions where money is exchanged, the

Financial Secretary is responsible for collection, reconciliation, and deposit of funds. The Financial Secretary is responsible for the credit card machine and running of all credit card transactions. In addition, they must report these transactions to the Treasurer in a timely manner.

#### 5. Treasurer

The treasurer is responsible for all general bookkeeping for the PTO. This includes, but is not limited to entering checks and deposits, reconciling bank accounts, generating reports (including operating income and balance sheets), preparing 1099's when necessary and maintaining all financial files. In addition, the treasurer works w/Boosters, scrip & spirit wear for inventory counts and reconciliations. An outside source prepares the necessary tax returns, but the Treasurer is responsible for supplying the necessary information.

#### 6. Fundraising

Oversees all fundraising events. Communicates fundraising information to and among parents, teachers, general membership of the PTO and the Board. Holds fundraising meetings and creates a year long schedule of 3-4 major events. Coordinates any community-based fundraising efforts with local businesses. Assists any Committee Chairs to accomplish their fundraising goals.

#### 7. School Spirit

Responsible for oversight of Spirit Team, Spirit Days, and Special Events (movie nights, eagle idol, dances)

#### 8. Publicity/Communications/Webmaster

This person is responsible for publicity for all general membership meetings, special events and fundraising. In addition will maintain PTO website, gathering information from all facets of the school. Consistently update and facilitate an active lakevieweagles.org website and Google site for board members and/or teachers. Create and/or maintain email addresses for the board members/functions and chair persons/functions. Maintain Newsletter subscriptions and broadcast the newsletter when available to the subscribers, oversee directory, and gather content of school wide newsletters. Responsible for the coordination of the school directory.