

PTO POSITION DESCRIPTIONS

PTO Elections are held every two years, in March. The new members begin serving their two year term the following school year. They attend the June closed meeting to get their feet wet, as we are running full speed by August.

A brief job description of each position is below. If you are interested in running for a position, please contact any PTO Board members, or send a note to the school addressed to the "PTO Elections". Each position requires an average of 5-10 hours per month, and access to e-mail is extremely helpful. There is a PTO meeting monthly (except July), the Board meets in closed session in the even-numbered months, and the open PTO meetings are in the odd- numbered months.

- **Vice-President:** The Vice-President is in charge of the Spirit Shirt Order. The Vice-President is the alternate to School Council meetings if the President cannot attend. The Vice-President is one of the contact persons for PTO questions, or parent concerns.
- **Treasurer:** The Treasurer must have computer access. QuickBooks software is used to track income/expense and create reports for PTO meetings and School Principal. The Treasurer must have basic math skills and understanding of budgeting, and be able to give factual information without prejudice so the Board can make informed financial decisions. The treasurer writes checks for items PTO purchases, and reconciles the monthly statements. Works with the Principal regarding insufficient funds checks. Prepares and gives a financial report monthly, and provides the Parish office with reports. The treasurer ensures the bank signature cards are up-to-date and complete. Also works with Event coordinators to coordinate deposits and payment of vendor invoices.
- **Secretary:** Takes notes at fast paced meetings and types minutes accordingly. Distributes the minutes by email to appropriate individuals. Follows the instructions of President or fellow board members to add/delete/change minutes. Makes amendments to minutes as email voting occurs. Contacts parish office when needed.
- **Activity Coordinator:** This person is the go-between between Mrs. Hillebert, room parents, and PTO. Attends any room parent meetings and takes notes. Contacts the lead room parent when Mrs. Hillebert or teachers need the room parents for an activity. Acts as the contact person when room parents have questions. The Activity Coordinator processes the volunteer sign-up sheets and provides copies of the lists to the Event Coordinators. The Activity Coordinator works with the Skating Rink and Bowling Alley to reserve dates and prices.