

Louisburg Elementary School Parent Teacher Organization

OFFICERS AND EXECUTIVE BOARD POSITIONS 2022-2023 SCHOOL YEAR

- President
- Vice President
- Secretary
- Media Manager
- Treasurer
- (2) Fundraising Coordinators
- (2) School Liaisons
- Spirit Wear Coordinator

Term of office for all positions shall be for one (1) year each.

President:

- Oversees all PTO operations
- Run general and board meetings
- Represent the PTO at meetings of other groups
- Support all board members as needed
- Retain all official records of the PTO
- Review the treasurer's report and check in with treasurers on a regular basis
- Finalize the activities and events calendar with the board and submit to the district for approval
- Set the schedule of monthly executive board and general meetings for the year
- Double-check key organizational dates, including PTO insurance policy renewal, incorporation with the state, and IRS Form 990 or 990-EZ, if applicable. Collaborate with Treasurer for follow through.
- Determine which officer and committee chair positions might need to be filled next year and reach out for volunteers.
- Prepare agendas for general and board meetings
- By-laws expert
- Make sure deadlines are met by board members
- Build community relationships
- Charity and community outreach
- Ensure that event recap sheets are being completed after each event.
- School Kits:
 - Communicate with Media Manager to advertise and market kits

- Work with School Kidz and School Secretaries to acquire teacher lists for the schools and submit them to School Kidz on time
- Responsible for meeting deadlines and acquiring discounts if possible

Vice President:

- Support the president in overseeing all PTO operations
- Perform the duties of the president if the president is absent or unable to serve
- Participate in executive board meetings and provide input for decisions
- Lead all PTO hosted events and attend committee meetings
- Participate in general meetings
- Oversees community surveys and gives feedback on results
- Maintains storage unit, PTO inventory list and check in/out spreadsheet
- Acquire volunteers

Treasurer:

- Represent the PTO's community grant program: communications with applicants, manage questions/orders and purchase all grant items for each grant winner
- Custodian of the spirit wear and general PTO bank account funds
- Helps develop the budget
- Collects fundraising money
- Writes checks for purchases and reimbursements
- Tracks income and spending, and updates annual budget actuals monthly
- Produces financial reports and organizes the books for annual audit. Financial reports may be requested on a regular basis.
- Regular check in with President
- Computer literate—must know how to use Excel, PTO accounting software, PayPal, online banking and other financial platforms used by the PTO or be willing to learn.
- Update the signature cards at your PTO's bank
- Appreciates the value and power of a balanced budget
- Appreciates the value of a paper trail; willing to follow through on tight financial controls
- Honest, organized, and tenacious; not put off by paperwork, forms, documents, numbers
- Understands that this role is the custodian of other peoples' money
- Attend Board meeting monthly
- Attend General PTO meetings monthly
- Post financial transactions to our financial system as they occur throughout month
- Create monthly PTO treasurer reports (transaction report, performance to budget report)

- Reconcile checkbook
- Make deposits in a timely fashion, as needed, but no later than 1 week after receiving funds.
- Preserve financial records, including invoices and receipts
- Present budget for approval at July PTO board meeting
- Work with the President to file Form 990-EZ (annual IRS information return required for (501)(c) groups) and maintain nonprofit status.
- File and pay quarterly sales taxes from spirit wear sales.
- Be able to create reports requested by board members as needed
- Facilitate annual financial review (audit)
- Facilitate transition one-on-one with incoming treasurer, including coverage of policies and procedures
- Be willing to meet with Event Chairs before and after events

Secretary:

- Record and type up minutes of executive board and general meetings.
- Coordinate meeting minute reviews with President within 3 days of executive board and general meetings. Meeting minutes must be published within 5 days to PTO folders and sent to board with action items.
- Maintain a complete digital file of all approved minutes, agendas, and materials distributed at any official PTO meeting in concert with President and VP (shared PTO Google files)
- Write PTO newsletters to be published no later than the 25th day of the month
- Coordinate PTO newsletter review with President and Media Manager no later than the 20th day of each month.
- Send out a mid-month board reminder email with action items.
- Attend executive board meetings and participate in discussions and decision making
- Familiarize yourself with Robert's Rules of Order, especially the instructions about the content and format of an agenda and minutes

Media Manager

- Support President and VP on communications for the PTO as needed
- This individual is exempt from participation on any event committees, as they will work with each committee anyways on marketing materials
- Design all creative items needed for PTO events, social accounts, marketing, flyers, etc.
- Maintain all social media accounts
- Maintain PTO website, including spirit wear line updates.
- Manage all online marketing
- Ensure the USD 416 website, PTO website, and the schools' weekly announcements are updated and current with PTO information

- Photography at events
- Work under the direction of the President and Vice President while being responsible for social media, reaching out to local newspapers, making PTO videos and over all PTO marketing and hype.

Fundraising Coordinators: (Board appointed positions.)

- Organizes annual fundraising schedule
- Oversees fundraising selection, planning, and evaluation
- Main contact and liaison representing the LES PTO regarding sponsorship and fundraising opportunities
- Responsible for making and keeping relationships with local businesses
- Looks for ways to give back to the community
- Looks for other fundraising opportunities
- Updates the annual sponsorship and donation request letters and communications
- Manages fundraising email account and maintains professional communications with community
- Works with and supports PTO board members and event committees to facilitate all fundraising needs
- Responsible for contacting businesses about donations for any PTO needs, and coordinating pick-ups of donations in a timely manner.
- Ensures the organization is kept of all donations and sponsors, sponsorship levels, and that the sponsor benefits are fulfilled.
- These individuals are exempt from participation on any event committees
- One position will be focused on our annual auction event solely, and the other position will be focused on additional fundraising methods and events throughout school year: food trucks, restaurant spirit nights, flower fundraiser, etc.

2 School Liaisons: (Not specifically “assigned per school”, both work as a team to work within all 3 schools)

- Organize annual events and items for school staff and students on a quarterly basis and present those to the board at executive board meetings.
- Coordinate a successful Back to School Breakfast, Back to School Night and Staff Conference Meals at each elementary school.
- Update Staff Member of the Month bulletin board at each school after each month’s vote by board.
- Create school bulletin boards/partner with schools to create an effective timeline to update bulletin boards on a regular basis.
- Invite and encourage staff members to PTO events and meetings
- Have a good working relationship with staff members of school
- Assist, as needed, and attend school events and projects

- Work with fundraising coordinators and community to organize donations items for school staff and student giveaways
- Responsible for school kit coordination and pass out at back-to-school nights

Spirit Wear Coordinator (Board appointed position. Doesn't roll over yearly).

- Acquires bids, facilitates vendor contracts and develops designs/products to be added to spirit wear line for approval.
- Organizes all spirit wear line promotions/specials, new products or any other advertising needed, and works with Media Manager to publish on website and social media.
- Main contact for all spirit wear vendors.
- Receives orders, and coordinates orders with all vendors.
- Manages spirit wear email account and maintains professional communications with community.
- Collaborates decisions with Fundraising Coordinator and Spirit Wear Distributor
- Maintains inventory spreadsheet, and keeps all inventory organized.
- Ensures timelines are met by Senior Treasurer for filing and paying quarterly sales taxes from all spirit wear sales.
- Maintains sales spreadsheets pulled from website database of orders, taxes paid, transaction fees, etc.