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**PTO ~ New Lenox District #122**

**Job Descriptions**

Updated: November 2011

**PTO Executive Board:**

**President**

1. Set dates and secure location for the meetings for the year
2. Prepare and present the agenda
3. Determine if a quorum is present and call the meeting to order
4. Put legitimate motions before members
5. Conduct votes, when necessary, on all questions and determine and announce the results of the vote
6. Adjourn the meeting
7. Work at 3 Market Day sales
8. Help with set-up and/or clean up at monthly meetings

**Vice-President**

1. Serve in absence of the President
2. Succeed to the office of President in case of that officer’s death or resignation
3. Obtain babysitting services for PTO monthly meetings for the year
4. Night Out Coordinator
5. Research several locations and prices for PTO Night Out
6. Present dates and locations to the PTO members for approval
7. Responsible for reservations and attendee reminders
8. Assist the President, as needed
9. Work at 3 Market Day sales
10. Help with set-up and/or clean up at monthly meetings

**Secretary**

1. Compile information for the PTO Corner on the 15th of each month and forward to PTO District Representative
2. Take minutes at monthly PTO meetings, email minutes to members prior to next meeting
3. Maintain official membership list
4. Supply name cards for members at monthly meetings
5. Help with set-up and/or clean up at monthly meetings
6. During monthly meeting, welcome new members
7. Submit approved minutes to District Representative and PTO Website Coordinator
8. Work at 3 Market Day sales

**Corresponding Secretary**

1. General written correspondence
2. Remembrance: Gift (book, card, etc.) giving for PTO and NLSD #122 Staff
3. Prepare forms for member information and for sign-up of building positions and/or advisory groups in April/May of each school year for the following year
4. Coordinate with Executive Board members to meet over the summer to review member sign-up sheets
5. Send out correspondence of positions to all PTO members in early August and advise of "organizational" meeting in late August
6. Help with set-up and/or clean up at monthly meetings
7. Work at 3 Market Day sales

**Treasurer**

1. By elected office, hold the Treasurer position on the executive board
2. Keep all books and account balances
3. Present monthly treasurer's report
4. Chair Finance Advisory Group
5. Present budget to board for approval
6. Oversee all disbursements made by the New Lenox PTO
7. Set policy for the handling of cash at PTO events -Set up events with starting cash
8. Handle year end audit, as needed
9. Report any new business, regarding finances to general board
10. Watch that all financial policies are followed
11. Give advice on financial matters concerning New Lenox PTO
12. Delegate any above mentioned responsibilities to an Assistant Treasurer
13. Set financial policy for all new advisory groups
14. Pass on all records at the end of term
15. Obtain a Treasurer's Bond
16. Help with set-up and/or clean up at monthly meetings
17. Work at 3 Market Day sales

**Assistant Treasurer #1**

1. Meet with the Treasurer and Finance Advisory Group to work the budget for coming year
2. Maintain balance and write checks for assigned schools' check requests.  Provide information of these requests at each PTO meeting
3. Work with assigned advisory groups.  Write any checks and make deposits associated with advisory groups
4. Sign checks for Teacher Allowance requests
5. Sign checks for 6th Grade Room Moms (assigned schools)
6. Sign checks for Playground Cart requests (assigned schools)
7. Maintain communication with Treasurer and other Assistant Treasurer.  Provide Treasurer a monthly report of monthly checks written and deposits made
8. Pay babysitters at monthly PTO meeting
9. Provide Treasurer with all check requests and receipts for yearly audit
10. Help with set-up and/or clean up at monthly meetings
11. Work at 3 Market Day sales

**Assistant Treasurer # 2**

1. Same as Assistant Treasurer #1

**PTO Members:**

* **Staff Liaison-( Staff Appreciation/Building Representative) District Chair**

1. Coordinate with the district office on date and time
2. Forward date to calendar chair
3. Organize meeting with Staff Liaisons and advisory group members
4. Prepare information packets for each staff building representative
5. Coordinate and order meat entrees
6. Secure current staff count from President/District Liaison
7. Make sure each staff liaison building rep gets the list of parents who volunteered to make and bake
8. Call for donations of miscellaneous food items
9. Coordinate pick up all needed items on distribution day
10. Delegate the Pick up chicken and ice on event day
11. Run set-up and clean-up on event day

* **Staff Liaison (Building Representative/Staff Appreciation)**

1. Responsible for relaying necessary items to the Publicity Chair
2. Monthly greeter at PTO meetings
3. Invite the Principal personally to attend their Spotlight month and report to the PTO President on whom will be attending from that school, the week prior to the meeting date
4. Responsible for picking up PTO mail at the school and bringing it to the next meeting
5. Responsible for the school bulletin board
6. Organize treats for the PTO meeting for your school’s month by contacting PTO members from your school
7. Assist with set-up and take-down of chairs and tables for their Spotlight month

* **Calendar District Chair-**

1. Solicit advertising for monthly and insert ads
2. Gather and coordinate all pertinent dates and events from each school, district office, and PTO chairs for NLSD #122.
3. Design calendar pages and cover
4. Contract with area printer and determine timeline for printing process
5. Submit calendar to PTO Board, school principals and district secretary for review
6. Deliver calendars to all schools and District Office for student walkthrough, office and expectation night sales
7. Track and distribute free calendars to PTO members
8. Secure at least one PTO volunteer to sell calendars at Walkthrough, Expectation nights, & Kindrgarten Open Houses
9. Contact assistant treasurer to provide cash banks for the volunteers prior to sales and pick up after sale
10. Collect sales money and track sales at schools periodically and redistribute calendars as needed

Calendar Advisory Group Member:

1. Help chair with above responsibilities

* **Finance District Chair**

1. Establish annual budget
2. Determine how to use additional funds that become available after the audit

Finance Advisory Group Member:

1. Attend Finance Advisory Group meetings
2. Help chair with above responsibilities

* **Fundraising District Chair**

1. Evaluate current and future fundraisers annually to be presented to the PTO members
2. Organize advisory group meetings as needed
3. Communicate with President
4. Set dates for next school year by June 1, so they can be in the PTO Calendar

Fundraising Advisory Group Member

1. Help chair with above responsibilities

* **Fun Fair District Chair**

1. Coordinate date and location with district office
2. Survey and secure vendor/supplier
3. Coordinate with Publicity Chair
4. Coordinate the set-up, running of, tear down, and clean up of the event
5. Coordinate and meet with Fun Fair Building Representative from each school to plan the event
6. Establish guidelines and procedures for advisory group
7. Coordinate donations and raffles
8. Set-up groups: Building rep., Food, Games, Booths, Entertainment, Prizes, etc.
9. Coordinate with Treasurer.

Fun Fair Advisory Group:

1. Attend meetings and help with above responsibilities
2. Coordinate and recruit your schools volunteers

* **Historian**
  + 1. Compile a record of New Lenox PTO events (i.e. newspaper clippings, pictures from events, etc.)
    2. Organize these records in chronological order in a binder/album for reference to future PTO members.
* **Market Day District Chair**

1. Market Day liaison
2. Responsible for coordinating sale dates with Market Day representative
3. Manage Market Day set-up & sale
4. Submit Market Day check to Treasurer
5. Maintain mailing list
6. Present monthly report at PTO meetings
7. Contact all schools and data entry advisory group monthly, making sure all orders picked up and data entered before deadline
8. Confirm that spotlight school(s) volunteers lined for Market Day set-up and sale
9. Recruit volunteers needed for Market Day Advisory Groups

**Market Day Co-Chair -** must have Internet access

1. Manage and facilitate monthly Market Day duties using Internet capabilities
2. Oversee Market Day Advisory Groups
3. Recruit and oversee PTO volunteers for all Market Day advisory group members
4. Create PTO Corner segments for school newsletters-- monthly
5. Obtain Staff information from President for creation of labels/envelopes
6. Prepare Market Day labels and envelopes for monthly circulation of Market Day forms
7. Provide necessary informational data print-outs for Market Day sale

**Market Day Timeline (Chair/Co-Chair**)

**Summer:** Fill empty slots in Advisory Groups. Buy new envelopes and labels for each class if needed.

**August:** Get teacher names/class sizes from President for envelopes for Distribution Advisory Group

**August PTO Meeting:** Distribution AG will pick up first set of Market Day forms

**Monthly**

**4-5 days before forms are due:** Contact Data Entry Advisory Group and PTO members with reminder (currently, via email), send Staff Reminder email to President, who will forward to District Rep (currently Jenny Zimmerman)

**Friday before Sale:** Send email/phone call to past customers to remind them to order online

**Sunday before Sale:** email Set Up and Sale AG with reminder, email to Distribution Ag to pick up forms and envelopes at the sale or on Friday at Bentley, and email teacher reps from spotlight school for number of volunteers.

**Tuesday before Sale:** Retrieve order information from Market Day website. Copy and paste into word document. Divide calls and attach to an email to Reminder Phone Call AG. Print out stats from Market Day website for PTO meeting. Print out list of large orders to take to sale for pre-packing. Check website for next month’s promotion. Email Market Day Blurb for PTO Corner to PTO Secretary by the 15th of the Month.

Market Day Data Entry: - must have internet access

1. Pick up and input Market Day orders each month

Market Day Distribution:

1. Sort and distribute Market Day forms to their assigned schools each month

Market Day Set-Up and Sale Helper:

1. Help with set-up and sale monthly at each Market Day sale

Market Day Reminder Phone Calls: - must have internet access

1. Make an assigned number of reminder phone calls each month

* **Mini Grant District Chair**

1. Schedule and preside over Faculty Academic Support Grant meetings
2. Review all grant applications with advisory group members
3. Determine with advisory group which grant applications will be approved
4. Submit recommendations to Executive Board for approval
5. Notify applicants of decision
6. Submits all check requests to appropriate assistant treasurer

Mini Grant Advisory Group:

1. Assist chair with above responsibilities

* **Movie Night/Entertainment District Chair**

1. Coordinate with District Office (Dr. Manville) and PTO Administrative Liaison (Meg Baldermann) what   
 activities are acceptable at each of the buildings/levels

2. Contact building principals to set dates for activities

3. Prepare flyers with explanations of activities and submit to Executive Board

4. Building Chairs will collect responses and arrange for parent assistance at each event

5. Coordinate with Building Chairs for purchasing and distribution of necessary supplies at movie nights

6. Coordinate with principals for necessary facilities/equipment

Movie Night/Entertainment Advisory Group:

1. Assist chair with above responsibilities

* **Nomination Chair**

1. Determine open positions on the Executive Board
2. Accept nominations for the open positions
3. Create ballot
4. Count vote and hand results to President

* **Outreach District Chair**

1. To meet and greet any guests as they arrive at PTO meetings, making sure they feel welcome and comfortable
2. To position an advisory group member near the exit toward the end of the meeting to thank visitors for coming and making sure they know we value their time and the effort they made to attend
3. To call any prospective PTO members to invite them to attend a meeting and to make sure they know that we will be there to greet them
4. To recognize any opportunities that may occur to promote our PTO, so that we may increase our enrollment

Outreach Advisory Group Member:

1. Assist chair with above responsibilities

* **Publicity District Chair** – must have internet access

1. Coordinate district happenings with media and community
2. Coordination and distribution of the “Lincoln Way Area Positive Quotes” program
3. Channel 6 Liaison - send PTO information/digital pictures to channel six via. the Internet, promote PTO fundraising, keep the community up-to-date on PTO meetings and PTO events

Publicity Advisory Group Member:

1. Help chair with above responsibilities and attend meetings

* **Room Parent Coordinator District Chair**

1. Confirm that the check from district office of party monies is sent to the PTO Treasurer-confirm date with Treasurer
2. Maintain (electronic) copies of room parent info-room parent list for each class, receipt list for checks
3. Verify and approve head room parents with each building room parent coordinator
4. Work with Principals to coordinate the timing of the check writings and the head room parent meetings
5. Obtain class counts from IT department at District Office
6. Work with PTO Treasurer to determine money amount per student and calculate the totals for each classroom-coordinate the distribution of the Head Room Parent checks
7. Handle public relations with any room parent concerns

Room Parent Building Coordinator:

1. Organize the Room Parent Lists for your school
2. Make phone calls to appoint a head room parent
3. Verify head room parent with chair for approval and with Principal
4. Make and distribute letter announcing head room parent for each class
5. Provide principal, teacher, and district coordinator with a copy of the list of room parents for each class
6. Attend the room parent meeting for your school-talk with principal to see if you can welcome parents and invite to PTO events
7. Check with Principals to determine how head room parent checks for Pre-school through 5th grade will be distributed (at the meeting)
8. Keep room parent chair abreast of any and all room parent concerns
9. Send out thank you notes to head room parents after the Valentine’s party

* **School Supply District Chair**

1. In charge of price comparison and selection of company with Executive Board approval to supply district with pre-packaged school supply kits
2. Responsible for verification of current district school supply list with administration
3. Distribute and collect orders and payment
4. Inform School Secretaries of expected delivery date
5. Coordinate with advisory group members for Break Down and distribution

School Supply Building Coordinator:

1. Work with district chair, as needed
2. Distribute and collect order forms and orders/payment at assigned school
3. Assist with processing of orders
4. Assist with set up of school supply kits for pick up day
5. Assist at pick up day with distribution and trouble shooting problems

School Supply Advisory Group Member:

1. Meets with chair
2. Helps chair and coordinator with above responsibilities

* **Teacher Building Representative**

1. Act as liaison between the PTO and the school you represent
2. Report PTO activities to your building staff
3. Inform the staff at your school of PTO deadline dates (Teacher Allowances, Mini Grants, and Fundraisers)

* **Volunteer Coordinator District Chair**
  + 1. Field questions, manage any issues from Volunteer coordinators
    2. Communicate with President as needed

Volunteer Building Coordinator:

1. Coordinate with building secretaries/principals to update form-May/June
2. Submit new form to the Website Coordinator- late July/early August
3. Provide Hardcopies to the school and if preferred by Principal, copy and send out forms at the beginning of the school year
4. Pick-up forms from school and combine with spreadsheet obtained from website coordinator
5. Organize lists for the school, check with secretaries for preferred sorting
6. Provide completed form to school

* **Website Liaison**  
  1. Manage and update PTO website-monthly

2.Make changes to website as needed or per President request  
3. Add Room Parent and Volunteer Survey links to website-August

4. Manage PTO Facebook account