



## PTO ~ New Lenox District #122

### Job Descriptions

Updated: August 9, 2009

#### 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

##### 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
  1. Research several locations and prices for PTO Night Out
  2. Present dates and locations to the PTO members for approval
  3. Responsible for reservations and attendee reminders
  4. Collect money deposit from PTO members attending
5. Assist the President, as needed

##### Secretary

1. Compile information for the PTO Corner on the 15<sup>th</sup> of each month and forward to PTO District Representative
2. Take minutes at monthly PTO meetings and copy at District Office for next meeting for approval by membership at the next monthly meeting
3. Maintain official membership list
4. Supply name cards for members at monthly meetings
5. Help with set-up and clean-up at monthly meetings
6. During monthly meeting, take roll call, call new members for folders, submit minutes for approval
7. Submit approved minutes to District Representative and PTO Website Coordinator

### **Corresponding Secretary**

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

### **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
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

### **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. Write checks for Teacher Allowance requests
5. Write checks for 6th Grade Room Moms (assigned schools)
6. Write 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 and Market Day
9. Provide Treasurer with all check requests and receipts for yearly audit

### **Assistant Treasurer # 2**

1. Same as Assistant Treasurer #1

## PTO Members:

- **Building Representative**
  1. Responsible for relaying necessary items to the Publicity Chair
  2. Responsible for letting Corresponding Secretary know of any remembrance items pertinent to your school
  3. Monthly greeter at PTO meetings
  4. 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
  5. Responsible for picking up PTO mail at the school and bringing it to the next meeting
  6. Responsible for the school bulletin board
  7. Organize treats for the PTO meeting for your school's month by calling PTO members from your school
  8. 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 NLSL #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 calendar to PTO members
  8. Secure at least one PTO volunteer to sell calendars at walkthrough and expectation nights
  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. Call for communication for any new fundraisers

### 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 all 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. Set-up babysitters and payment
5. Submit Market Day check to Treasurer
6. Maintain mailing list
7. Present monthly report at PTO meetings
8. Contact all schools and data entry advisory group monthly, making sure all orders picked up and data entered before deadline
9. Confirm that spotlight school(s) volunteers lined for Market Day set-up and sale
10. 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. Overseeing Market Day Advisory Groups
3. Recruit and oversee PTO volunteers for all Market Day advisory group members through Internet
4. Create PTO Corner segments for school newsletters monthly and PTO Glow
5. District liaison responsible for obtaining Staff information for preparation of Market Day 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 Data Entry: - must have internet access

1. Pick up and input Market Day orders from their assigned schools 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 which grant applications will be approved
  4. Submit recommendations to Executive Board for approval
  5. Notify applicants of decision

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
  4. Building Chairs will collect flyers and arrange for parent assistance at each event
  5. Coordinate with Building Chairs for purchasing of necessary supplies, i.e., candy 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 supply District with flyers, which will then be distributed to new families who have joined our district
  5. 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

- **Proud American Days Volunteer Coordinator**
  1. Coordinate with the New Lenox Community Park District
  2. Obtain volunteers from throughout the district

- **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
- **Website liaison**  
 Manage and update PTO website, keep information current and up-to-date, take digital photos for Website

Publicity Advisory Group Member:

1. Help chair with above responsibilities and attend meetings

- **Room Mom Coordinator District Chair**
  1. Coordinate headroom mom meeting date with district office
  2. Forward date to calendar chair
  3. Supply information packet to each building room mom coordinator
  4. Receive check from district office bookkeeper of party monies collected at registration
  5. Contact bank for issuance of money orders for each head room mom
  6. Maintain room mom info - room mom list for each class, receipt list for checks, copies of cashier checks
  7. Verify and approve head room moms with each building room mom coordinator
  8. Coordinate and run the annual September night head room mom meeting
  9. Handle public relations with any room mom concerns

Room Mom Building Coordinator:

1. Prepare room mom/student packets for distribution
2. Make phone calls to appoint a head room mom
3. Verify head room mom with chair for approval
4. Make and distribute letter announcing head room mom for each class
5. Prepare head room mom packets to be distributed at the head room mom meeting
6. Provide principal, teacher, and district coordinator with a copy of room moms for each class
7. Attend the Room Mom meeting
8. Keep room mom chair abreast of any and all room mom concerns
9. Send out thank you notes to head room moms after the Valentine's party

- **School Supply District Chair**
  1. In charge of price comparison and selection of company 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. Distribute and coordinate with advisory group members

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

• **Staff Appreciation District Chair**

1. Coordinate with the district office on date and time
2. Forward date to calendar chair
3. Organize meeting with advisory group members to decide theme, etc.
4. Prepare information packets for each staff building representative
5. Coordinate and order meat entrees
6. Solicit area businesses for giveaways, prizes, and donations
7. Secure current staff list from each school
8. Make sure each staff appreciation building rep gets the list of parents who volunteered to make and bake

Staff Appreciation Building Coordinator:

1. Call for donations of miscellaneous food items
2. Prepare theme decorations
3. Pick up all needed items from chair on distribution day
4. Pick up chicken on event day
5. Run set-up and clean-up on event day

Staff Appreciation Advisory Group Member:

1. Help chair and coordinator with above responsibilities

• **Student Appreciation District Chair**

1. Coordinate the date with the district office/administration
2. Meet with the advisory group to decide item or manner in which students will be recognized
3. Coordinate with Publicity Chair
4. Coordinate with Secretary for newsletter
5. Coordinate payment with Assistant Treasurer

Student Appreciation Building Coordinator:

1. Help chair with above responsibilities
2. Obtain volunteers to help distribute item on that day for your school

Student Appreciation Day Advisory Group Member:

1. Attend meetings and help with above responsibilities
2. Help coordinate the dates among the schools
3. Volunteer during the actual week of student appreciation

• **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

Volunteer Building Coordinator:

1. Copies and sends out volunteer sheets at the beginning of the school year or quarterly, depending on the school
2. Pick-up sheets from school and organize lists for the school
3. Call for volunteers. as needed by the school or PTO advisory groups