

## Helen Farrand PTO Board Position Descriptions

### **Chairperson/Co-Chairperson:**

Preside at all meetings of the organization and the Executive Board. Help guide and answer questions of all committees, and coordinate the work of all officers and committees.

### **Treasurer:**

Pay bills and write checks when needed. Reconcile bank statements. Make deposits, report balances and expenditures at all meetings. Help form PTO budget. Submit a treasurer's report at Executive Board meetings and to the general body of Farrand PTO.

### **Recording Secretary:**

Take notes at board meetings and general meetings. Distribute notes to Board Members and to General PTO population.

### **Corresponding Secretary:**

Handle correspondence such as thank you notes, sympathy cards, congratulation cards, etc. Purchase gifts for staff members for get well, congratulations, retirements, etc. Help with staff recognition.

### **Fundraising & Events Chair:**

Be responsible for the planning and execution of fundraising campaigns and events that have been approved by the PTO Board.

### **Volunteer Liaison:**

Contact volunteers to chair various committees (i.e. Book-It, Bonus Program, Pizza Pumpkin Night, Movie Night, etc.). Send out volunteer sign-up sheets for initiatives and events. Have volunteer sign-up sheets at Fall Open House. Compile a list of volunteers from the sign-up sheets and distribute to Fundraising & Events Chair. Direct parents that wish to volunteer to appropriate committee or contact person.

### **Teacher Liaison:**

Distribute form to all staff members at the beginning of the year outlining the classroom start-up monies they have and how to make special requests for classroom materials or programs from the PTO. Collect these forms from the staff and present the requests for approval by the PTO Board.

### **Newsletter Editor:**

Gather information and prepare PTO newsletters as decided upon by the PTO Board.

### **Green Team Chair:**

Coordinate and spearhead initiatives that will keep Farrand qualified as a "Green" school. Act as liaison to Farrand Principal and staff Green Team.

### **Student Directory Chair:**

Coordinate development and distribution of the Farrand Student Directory.

### **District PTO Council:**

Attend District PTO meetings and report back to Farrand PTO Board.

### **Members-At-Large:**

Attend PTO Board meetings, provide input into board decisions and assist where necessary. Prefer at least two.