

## President

- **Time Commitment**
  - **Low end: 15 hours/week**
  - **High (Mid Aug- End October): 25-30 hours/week**
- Starting mid August, meet with Principal and set the schedule for the school year to include:
  - All PTO general meetings and exec meetings
  - All PTO social events
  - All PTO staff events
  - Schedule needs to be set keeping in mind AAPS calendar, 3 star holidays, and King school events calendar
- Reach out to all committee and club leads/chairs to determine continued interest/availability; see if they are still willing to lead
  - Oversee committees and support them as needed throughout the year
- Identify volunteering needs for committees and recruit as needed
- Meet with board to go over end of year budget and draft new budget for following school year
- Plan and attend King Kick Off (meet the teacher night): recruit new volunteers and educate families
- At start of school year meet with board multiple times to finalize budget before presenting it to vote at general meeting
- Email each committee lead their budget for the school year after approval
- Manage day to day PTO operations
- Bi-Weekly Smore PTO Newsletter to include
  - Content from committees/clubs
  - Pertinent info
  - Send out special editions as needed
- Regular check-ins with the principal
- Regularly daily communication with board members and principal to discuss things as they arise (such as but NOT limited to):
  - Teacher requests
  - Parent requests/concerns
  - Budget approval
  - Principal requests
  - Event changes
- Preside over all PTO and Executive Board meetings
  - Reserve rooms and work with KingCare for in person meetings
  - Procure food for in person meetings
  - Put together slide deck for meetings
- Fill in whenever there are holes
- Serve as primary contact to principal and staff
  - Meetings as needed
- Organize PTO closet each year

## King Elementary Parent Teacher Organization - Roles and Responsibilities

- Set up GiftCrowd for teachers and staff
  - Help various staff on the computer with their gift crowds
- Daily checking of PTO gmail
- Balance needs of King teachers/staff and community while keeping the mission of the PTO in the forefront
- Work with principal and social worker for needs of identified families (anonymously)
- Volunteer during lunch as a way to stay connected and check in with school
- Divide duties with board members to plan and procure food for staff prior to events (such as but NOT limited to)
  - King Kick Off
  - Curriculum night
  - Kindergarten Round Up
  - Conferences
  - Holiday staff luncheon
  - Teacher Appreciation Week

## Vice President

- **Time Commitment**
  - **Low end: 5 hours/week**
  - **High (peak): 20-25 hours/week**
- Mid- August, meet with executive PTO board 1-2x to discuss upcoming year
- Develop event calendar for President to present to principal to include all PTO executive meetings all PTO general meetings, and all social events
- Meet with executive PTO board at end of school year to discuss budget; make notes for changes to address in next year's budget
- Work with treasurer and PTO board to develop new budget for the year (multiple meetings to finalize before the general vote)
- Support President in contacting committee leads and volunteers to determine their continued interest/availability
- Plan and attend King Kick Off (meet the teacher night): recruit new volunteers and educate families
- Support committee leads and volunteers
- Step in if PTO President is unavailable- writing newsletter, leading meetings, communicate with staff and principal
- Regular and daily communication with board members regarding decisions that need to be made (such as, but NOT limited to):
  - Teacher requests
  - Budget approval
  - Principal requests
  - Event changes
- Divide duties with board members to plan and procure food for social events (such as but NOT limited to)
  - King Kick Off
  - Curriculum night
  - Kindergarten Round Up
  - PTO meetings
  - Ice Cream Social
  - Conferences
  - Holiday
  - Teacher Appreciation Week
- Fill in whenever there are holes
- Organize PTO closet each year
- Support any committees/chairs that are lacking volunteers or support
- Daily checking of PTO gmail
- Support the board as a liaison between King teachers/staff and the community
- Volunteer at various events to have PTO representation-provide committees with equipment and support that may be needed
- Run errands for staff if there are urgent needs for in need families

## Secretary

- **Time Commitment**
  - **Low end: 3-5 hours/week**
  - **High (peak): 20-30 hours/week (mid-August - end of October)**
- Meeting Management (~8 hours/month)
  - Attend all executive board and general PTO meetings.
  - Prepare and distribute meeting agendas before meetings.
  - Help create and manage slide deck for PTO meetings.
  - Give a summary of the previous PTO meeting at each meeting.
  - Take accurate minutes (notes) of all proceedings, motions, and decisions.
  - Keep track of all members in attendance
  - Prepares approved minutes to be published on the school website and send to webmaster
- Collaborate with other board members on PTO matters, including:
  - Meeting to set up budget for each year
  - Meeting to set up PTO Calendar for each year
  - Communicating via text and email on a regular basis
  - Working with King Care to set up child care for PTO Meetings
  - Helping out at school during certain events like King Kick Off
  - Helping buy, transport, and set up meals for teachers and staff
  - Providing guidance, support, and communication to committees
  - Helping keep the PTO closet organized
  - Helping co-Treasurers with bank account deposits and withdrawals
  - Being available to buy gift cards or items as needed
  - Working with the King Book Fair Committee and King librarian to help manage the Scholastic Dollars account
- Key Skills & Qualities
  - Organization: Maintaining files, managing communication streams, and meeting deadlines.
  - Communication: Clear writing skills and effective outreach.
  - Attention to Detail: Ensuring accuracy in meeting records.
  - Collaboration: Working with the President and other board members.
  - Kind, Compassionate, Polite, customer service oriented type of person.

## **Co-Treasurer** (2 positions, sharing treasurer responsibilities)

- **Time Commitment**
  - **Low end: 2-4 hours/week, each**
  - **High (peak, budget season and end of year): 10 hours/week, each**
- **Meetings**
  - Attend regular PTO meetings to provide Treasurer Reports to the school community
  - Attend Executive Committee meetings (prior to each regular PTO meeting) to provide financial updates to the board and principal
  - Meet with the rest of the board as needed
- **Budget development and tracking**
  - Lead development of preliminary budget, with coordination and support from the rest of the board, in the spring to vote on at the second PTO meeting in the fall
  - Track profit/loss monthly and propose budget amendments where applicable
  - Track and categorize expenses and income in Wave Accounting Software (like Quickbooks)
- **Manage and process reimbursements for teachers, staff, school event committees**
  - Monitor google forms for reimbursement requests (bi-weekly)
  - Reimburse or advance pay for expenses, field trips, etc
- **Administrative activities**
  - Set up CheddarUp accounts for fundraising, manage Venmo, monitor bank accounts
  - Obtain seed money, make cash deposits at the bank (for events like Harvest Moon, Book Fair, International Night, Silent Auction, Ice Cream Social)
  - Work with accountants annually to prepare and file taxes
  - Renew licences and insurance annually
  - Check PTO mailbox, deposit checks as needed