

# POPE PTO EXECUTIVE BOARD

**CFISD PTO/Booster Club/Fundraising Guidelines:** <https://www.livebinders.com/play/play?id=2554193>

## **Duties of all PTO Executive Officers:**

- Report on any on-going work in their area of responsibility at Board Meetings and general meetings
- Inviting appropriate members of the PTO (chairs) to present updates regarding specific committees or projects
- Attend monthly PTO Board meetings, general PTO meetings, and any special meetings called
- Conduct business related to their specific duties in between meetings
- Maintain a record of communication using their PTO email address to conduct business and saving important documents on their assigned Google Drive
- Vote on any appointed candidates to fill any vacated positions
- Outgoing officers: complete any outstanding business for the current fiscal year and facilitate the transition of any newly installed officers

BOARD POSITION	SPECIFIC DUTIES
President	<ul style="list-style-type: none"> <li>• Presides over all meetings of the PTO (Executive board and general)</li> <li>• Gives notice to all PTO members of all meeting times and locations no later that two (2) full business days prior to the meeting</li> <li>• Prepares and present meeting agendas</li> <li>• Reviews the work of the board members and their committees</li> <li>• Represents Pope Elementary at the district level (VIPS meetings, lunch &amp; learn, PTO Fair, etc.)</li> <li>• Is a member of all committees and will be included in all committee communication</li> <li>• Reviews any over-budget expenditures prior to the expense by committees</li> <li>• Appoints members in good standing to fulfill duties of any vacated PTO Board positions</li> </ul>
Vice President of Membership	<ul style="list-style-type: none"> <li>• Acts as an aides to the President</li> <li>• In charge of the annual membership drive, including picking a theme, membership incentives, and developing/designing handouts/flyers to be sent home with students and published in the school newsletter</li> <li>• Discussing with the PTO President and Principal yearly amount to set for membership dues</li> <li>• Providing updates to the President, Principal, and the school</li> <li>• Assisting the VP of Communications to update the website with updated staff information and contact info</li> <li>• Maintains the PTO bulletin board from August – end of membership drive to show membership updates</li> <li>• Maintains the membership roster on the PTO website, including removal of non-active or graduated members, checking for correct homerooms against the school roster</li> <li>• Prepare/distribute online directory through the PTO website, including removing non-active members and authorizing new members at the end of the membership drive</li> <li>• Checking for new members throughout the school year and authorizing their accounts as needed</li> <li>• Communicating with newly registered families about PTO membership</li> </ul>

BOARD POSITION	SPECIFIC DUTIES
<p>Vice Presidents of Fundraising 1,2,and 3</p> <p>*Exact division of duties may be set each year by the VPs, the PTO President, and the Principal</p>	<ul style="list-style-type: none"> <li>• Act as aides to the President</li> <li>• Coordinates and oversees all fundraising efforts relating to the PTO, including both major and minor fundraisers <ul style="list-style-type: none"> <li>◦ <u>Major</u>: Boo Bash, Boosterthon, Fathers-N-Flashlights</li> <li>◦ <u>Minor</u>: Sweetheart Dance, Pope Spirit Nights, PRIDE Store, Candy Gram sales, Yearbook</li> </ul> </li> <li>• Seeks out both yearly and event sponsors from the community</li> <li>• Works to support the other Vice Presidents of Fundraising with their duties/events</li> <li>• Nominates chairs of committees for fundraising events for PTO Board and Principal approval</li> <li>• Works together with the committee chairs to propose a plan for the fundraising events, including what budgeted funds will be required, and submit them to the PTO Board and Principal for approval</li> <li>• Provides updates to the President, Principal, and the school</li> <li>• Complete and submit all invoices and financial forms to the Treasurer in a timely manner</li> <li>• Works with the VP of Communication on developing/designing handouts/flyers to be sent home with students, published in the school newsletter, and posted on the PTO Bulletin Board</li> </ul>
<p>Vice Presidents of School Enrichment 1 and 2</p> <p>*Exact division of duties may be set each year by the VPs, the PTO President, and the Principal</p>	<ul style="list-style-type: none"> <li>• Act as aides to the President</li> <li>• Coordinates and oversees all non-income generating PTO run events, such as but not limited to: <ul style="list-style-type: none"> <li>◦ Veterans Day, Multicultural Day, Winter Holiday Fun/Holiday Parties, 100<sup>th</sup> Day of Kindergarten, Love, Care, Share, Teacher/Staff Hospitality, Teacher Appreciation Week, Pre-K Splash Day</li> </ul> </li> <li>• Works to support the other Vice President of School Enrichment with their duties/events</li> <li>• Nominates chairs of committees for School Enrichment events for PTO Board and Principal approval</li> <li>• Works together with the committee chairs to propose a plan for the events, including what budgeted funds will be required, and submit it to the PTO Board and Principal for approval</li> <li>• Provides updates to the President, Principal, and the school</li> <li>• Complete and submit all invoices and financial forms to the Treasurer in a timely manner</li> <li>• Works with the VP of Communication on developing/designing handouts/flyers to be sent home with students, published in the school newsletter, and posted on the PTO Bulletin Board</li> </ul>
<p>Vice President of Volunteers</p>	<ul style="list-style-type: none"> <li>• Acts as an aide to the President</li> <li>• Coordinates and oversees volunteers for all school-run events, such as but not limited to: <ul style="list-style-type: none"> <li>◦ Library volunteers, MakerSpace, Lost &amp; Found, Fine Arts Support, Field Day, Science Resource Center demos, Hearing/Vision screening, Picture Days, Decorating Crew</li> </ul> </li> <li>• Nominates chairs of committees for PTO Board and Principal approval</li> <li>• Works together with the committee chairs to provide event support for the school</li> <li>• Works with the VP of Communication on communicating volunteer needs via PTO email, the PTO website SchoolMessenger, and the weekly school newsletter</li> <li>• Communicates volunteer lists to the school's front office for events not run by a committee</li> <li>• Focuses on recruitment, retention, and recognition of volunteers</li> </ul>

BOARD POSITION	SPECIFIC DUTIES
Vice President of Communications	<ul style="list-style-type: none"> <li>• Acts as an aide to the President</li> <li>• Documents the activities and achievements of the school and the PTO</li> <li>• Communicates that information to the district and community via the PTO website, PTO emails, SchoolMessenger, and the school weekly newsletter</li> <li>• Maintains the PTO website, including but not limited to: <ul style="list-style-type: none"> <li>◦ Posting about upcoming events, updating the Google calendar, creating/maintaining online packets for events</li> </ul> </li> <li>• Assists the President with maintaining Email/Google/Canva accounts used for official PTO communication and business</li> <li>• Works with the Principal's Secretary to provide information for the weekly school newsletter</li> <li>• Serves as the point of contact for emails sent to the school regarding PTO business or events and routes that communication to the appropriate Board Member or Committee chair</li> <li>• Works with other Vice Presidents and Committee Chairs to develop/design digital and paper handouts/flyers for events, send communications to the school body about volunteer opportunities</li> <li>• Maintains the PTO Bulletin Board once the Membership drive has ended</li> <li>• Creates and publishes a Fall and a Spring calendar of events</li> <li>• Facilitates the transfer of email accounts and digital documents between outgoing and incoming board members</li> </ul>
Secretary/ Parliamentarian	<ul style="list-style-type: none"> <li>• Acts as an aide to the President</li> <li>• Serves as an aide to all other executive officers on an as-needed basis</li> <li>• Attends all PTO Board and General Meetings to record the minutes</li> <li>• Presents for approval the minutes of all meetings</li> <li>• Maintains a digital record of meeting minutes, accessible to the Executive Board</li> <li>• Keeps an active roster of all Board members with contact information</li> <li>• Handles any general correspondence for any PTO business</li> <li>• Provides guidance on questions of governance, parliamentary procedures, and bylaws as outlined in <i>Robert's Rules of Order, Revised</i>; Click <a href="#">here</a> for a brief overview.</li> <li>• Collects and presents any proposals for bylaw amendments to the PTO Board</li> <li>• Presides over any Bylaws Committee, if needed</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Acts as an aide to the President</li> <li>• Serves as an aide to all other executive officers on an as-needed basis</li> <li>• Develop an itemized budget with the President and the Principal for proposal to the PTO Board</li> <li>• Receives all monies of the PTO and makes timely deposits</li> <li>• Keeps accurate records of receipts and expenditures</li> <li>• Pays out funds in accordance with the approved budget (invoices and reimbursements)</li> <li>• Makes available an itemized financial statement to PTO Board Members at all Board meetings</li> <li>• Provides an overall expense statement at General PTO Meetings</li> <li>• Completes or oversees the completion of all state and federal tax forms</li> </ul>