

Board Position Responsibilities WCB PTO

President/Co Presidents:

The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, oversee the work of all officers and committees in order that the purpose of the organization be served.

Other Specifics:

- Maintain Google Drive
- Maintain email and filter phone calls that get referred to PTO
- Attend/Assist all Fundraisers/Events unless extenuating circumstances arise
- Approve all Fundraisers/Events lead by PTO and assist Event and Fundraising VP's when necessary
- Head 3 PTO meeting during school year, open to all members
- Act as a liaison between the school staff and parents
- Approve PTO budget for upcoming year -Is available for any other meetings and activities as needed with the Principal throughout the school year
- Meet with Administration regarding school calendar, keeping up to date on district news, etc.

VP- Fundraising:

Goal: Is to oversee all Chairs of fundraising and be available for questions. You are to be involved with each fundraiser but not run it on your own! It is important that we try and get people involved and delegate. And while each fundraiser should be fun and exciting, we are working to bring money into the school, so it is also important that the VP of Fundraising be as savvy as possible with our budget for each event and manage the Chairs in that respect. The VP of fundraising is also at as many fundraising events as possible so people can meet you and know who you are :)

Responsibilities: The Vice President of Fundraising will be responsible for overseeing all fundraising activities. She/he will act as an aide to the president and shall perform the duties of the president in the president's absence in conjunction with the Vice President of Events.

Other Specifics:

- Work with President to find and fill all Chair spots for every fundraiser. Is responsible to Chair fundraisers that do not have an assigned Chair
- Create outline of what needs to be done for new fundraisers
 - Ways/Ideas to advertise fundraising event -Instructions for Chair to execute a successful fundraiser
 - Have all contact information for fundraiser available to Chair and assist Chair in contacting vendors, etc. to get booked and prepared for fundraiser
 - Send all final outlines/information/advertising PDFs & Flyers to Corresponding Secretary to upload to Google Drive for future years
 - Work closely with VP of Events and assist when needed
- Attend all three PTO meetings unless extenuating circumstances arise.

Fundraisers (2018/2019 Year): Fall Picture Day, Fall Book Fair, Fall Coupon Card, Box Top Collection, United Script, Roller Skating Night, Holiday Store, Spring Picture Day, Dolphin Dash, Color Fun Run, Eat Out Nights, Spirit Wear, Spirit Grams

VP of Events:

Goal: Is to oversee all Chairs of events and be available for questions. You are to be involved with each event but not run it on your own! It is important that we try and get people involved and delegate. Events are something we are doing to bring our community together and give our children some fun to look forward to and do not bring much if any money in, so the VP of Events will need to manage the budget and Chairs for each event with this in mind. The VP of Events is also at as many events as possible so people can meet you and know who you are :)

Responsibilities: The Vice President of Events will be responsible for overseeing all fundraising activities. She/he will act as an aide to the president and shall perform the duties of the president in the president's absence in conjunction with the Vice President of Fundraising.

Other Specifics:

- Work with President to find and fill all Chair spots for every event. Is responsible to Chair events that do not have an assigned Chair.
- Create outline of what needs to be done for new events
 - Ways/Ideas to advertise event
 - Instructions for Chair to execute a successful event
 - Have all contact information for event available to Chair and assist Chair in contacting vendors, etc. to get booked and prepared for event
 - Send all final outlines/information/advertising PDFs & Flyers to Corresponding Secretary to upload to Google Drive for future years
 - Work closely with VP of Fundraising and assist when needed
- Attend all three PTO meetings unless extenuating circumstances arise

Events (2018/2019 Year): Kind. Playground Mingle, Back to School Night, Back to School Picnic, Kind. Dale Pictures, Barnes & Noble Night, Thanksgiving Food Drive Contest, Family Valentine's Dance, End of Year Carnival

Treasurer:

- Maintain all financial records for the PTO, reconcile on a monthly basis and ensure that our bank accounts remain in good standing
- Ensure that PTO remains in good standing, as a Nonprofit Corporation by filing all required annual reporting to both New Jersey State and the IRS
- Pay all PTO bills and provide reimbursements in a timely manner
- Provide cash boxes for all PTO-sponsored events/fundraisers, as per the needs of the chairs
- Regularly check the Treasurer folder in the PTO mailbox in the main office (this is where bills, reimbursement requests, bank statements, etc., will arrive)
- Maintain PayPal/Square account for PTO
- Attend all three PTO meetings unless extenuating circumstances arise

Corresponding Secretary:

- Maintaining Google Calendar
- Maintains volunteer sign up database through signup genius. Information for sign up genius comes from Presidents
- Act as point of contact for flyers and copies. Flyers are created by Chairs, then forwarded to President for approval. Corresponding Secretary will then forward to Principal and Superintendent for final approvals before being sent to print.
- Obtain translation for all communications if necessary
- Forward documents to info@trianglecopy.com. When ready, pick up and bring to school for distribution
- Attend all three PTO meetings unless extenuating circumstances arise.

Recording Secretary:

- Record PTO board and quarterly meeting minutes. Forward to Webmaster to be uploaded to our website
- Attend all three PTO meetings unless extenuating circumstances arise

Webmaster:

- Maintain WCB webpage.
- Update it with all current board information, calendar of events/fundraisers, ongoing school information, etc. supplied by the President, VP of Fundraising and VP of Events
- Attend all three PTO meetings unless extenuating circumstances arise

Translator:

- Translate flyers and documents when needed
- Attend and translate for all three PTO meetings unless extenuating circumstances arise

Sunshine Parent:

- Coordinate with Principal and secretarial staff to find out important events in teacher's lives and send gifts. Estimated amount for gift is \$35.00
- Attend all three PTO meetings unless extenuating circumstances arise.