

## 2021-2022 PTSO Board & Event Chair Information

The PTSO Executive Board is comprised of elected officers, committee/event chairs, and school representatives. It meets virtually one evening per month to conduct PTSO business.

If you have questions about or are interested in serving on the Board or chairing a committee, please email [calebgreenwoodptso@gmail.com](mailto:calebgreenwoodptso@gmail.com) by May 21st. Board elections will be conducted electronically at the end of May.

### Open Elected Officer Positions

**President** - Preside over and prepare agendas for all corporation and executive board meetings; Appoint the parliamentarian, committee chairpersons and members of committees; Work closely with the officers, committee chairs, principal and teacher-liaison to ensure the success of community and fundraising events. **(Effort: two-year term, moderate commitment)**

**Vice President (1 year term\*)** - Act as an aide to the president; perform the duties of the president in the absence or inability of that officer to serve; serve as a liaison between chairpersons and the executive board; assume other responsibilities as assigned by the Executive Board. **(Effort: one year term, moderate commitment, time spent depends on events scheduled)**

**Secretary** - Keep the minutes of all general meetings and all meetings of the Executive Board; prepare a list of all unfinished business for the use of the president and ensure minutes are printed and available for review at monthly board meetings. Perform all other duties assigned. **(Effort: 2-3 hours per month, includes attending monthly board meeting and typing up minutes)**

**Member-at-Large** - Serve as a representative to the families of the school and escalate any needs/concerns to the Executive Board, as they arise; special projects (including surveys) as assigned by the Executive Board. **(Effort: 1-2 hours per month, includes attending monthly board meeting)**

**Co-Treasurer** - Bylaws allow for two treasurers. Work with president to create projected budget, process reimbursements/payments, produce monthly Treasurer's Report for PTSO board meetings, bank deposits and general account maintenance, coordination of annual income tax filing with CPA, liaison with vice president and other event leads for event petty cash/payment needs. **(Effort: significant year-round commitment but effort fluctuates based on events scheduled)**

**Auditor** - Performs mid year and end of year audits, compares bank statements, receipts and accounting spreadsheets from the treasurer to ensure accuracy (reconciliation), ensures that all PTSO funds are accounted for and special projects as assigned by the board. **(Effort: 1-2 hours per month, including attending monthly board meetings)**

### Chairs

**Barnes & Noble Book Fair:** Act as liaison with Barnes & Noble staff to secure date of the in-store event, coordinate student activities to draw traffic to the store and recruit volunteers to staff information station at the store. 1-2 co-chairs. Usually held in late November or early December to capture holiday sales. Planning begins in late October, minimal effort required.

**Jog-A-Thon:** Secure sponsorships, set up online fundraising pages with 99 Pledges, coordinate prizes, event promotion, etc. Jog-a-thon that is generally held in early October.

**Passive Fundraising:** Organize the various community business fundraising opportunities and promote them throughout the year. 1-2 co-chairs required for on-going passive fundraising opportunities throughout the year.

**Spring Auction:** Usually held in late March or April. 2 co-chairs. Significant planning including event space and procurement begins in November. Involves a large committee with project leaders for various areas. Effort is substantial, especially the two months prior to the event. Time spent depends on how work is divided and how roles are assigned.

**Staff Appreciation Week:** Coordinate daily recognition for Staff Appreciation Week in May. Organizes healthy treats for staff during conference weeks in November and March. 1-2 co chairs with volunteers as needed. Planning begins in April.

**Website/IT** – Responsible for updating the school website. Average 5 hours per month. Larger commitment in August/September when updates to the website are required for the new school year.