



Osgood Elementary School

PTO Board Position Descriptions

President

Job Description: As a leader and key contact for Osgood PTO, President is responsible for overseeing all aspects of the PTO officers. They act as a spokesperson for the PTO as you are the final stop and the public face of the Osgood PTO.

Specific Responsibilities:

- Identify and set forth PTO goals and a yearly work plan to accomplish them. These goals are to be created in conjunction with parents, administration and teaching staff and they should be in line with the stated purpose statement of the PTO bylaws.
- Conducts at least one summer PTO committee meeting to plan events for the upcoming school year and review proposed annual budgets. Discuss changes and challenges from the previous year.
- Leads monthly meetings. Establish agenda for all meetings with input from the committees, event chairpersons, administrators, staff and parents. Presides over general PTO meetings and executive board meetings.
- Reviews Bylaws, policy statements and job descriptions of the PTO to insure they serve the changing needs of the Osgood Community. The President will initiate ways to improve PTO events, and the way the PTO functions, on an as-needed basis.
- Provides support to the officers and committees as needed to meet PTO goals.
- Collaborate with the Treasurer to review monthly budgets and financial statements
- Meet regularly with the Principal or designee to discuss pertinent issues.
- Works with the PTO secretary to organize the distribution of PTO information to the newsletter and email list. (If you have a newsletter)
- Arrange reports from each committee member before the general PTO meeting or make sure they will be in attendance.
- Oversees the annual PTO evaluation processes and from it (in conjunction with board members) help formulate the next year's goals.

- The President needs to be included on emails sent on the PTO behalf. That doesn't mean you need to **do** everything, but you do need to be included and informed, transparency starts with the top and goes down.
- Create flyers, correspondence and/or approve all flyers and correspondence being used coming from the PTO, more eyes the better.
- Participate in PTO functions. Check Email/Facebook messages a few times a week, responding to parents, staff and vendors in a timely manner.

Vice President

Job Description: You will play a role in day-to-day operations of the PTO, help formulate the group's long-range plan, work out issues as they arise, and participate in executive board discussions and decision making.

- Works with event chairs to create PTO reference documentation for future event planning and review.
- Creates and oversees the PTO website, bulletin board, Remind app, Facebook and other communication as deemed needed.
- Coordinates the completion and updating of volunteer roles and event files at the end of the year and as needed, with the Secretary.
- Recruit volunteers for various activities and events throughout the year, along with all board members help.
- Oversees and works closely with the President, providing support as needed.
- Provides/updates the school website as needed, sending Principal and Admin Assistant the changes.
- Perform all other duties assigned.
- Participates in PTO functions.

Secretary

Job Description: The Secretary's main functions are to document PTO meetings and coordinate dissemination of information to the appropriate persons. The PTO Secretary's primary goal will be to work with sub-committees to document and archive information for future use.

Specific Responsibilities for the Recording Secretary:

- Records PTO meeting minutes and sends to the Presidents within one week of each meeting for approval.
- Retains all master documents for future use.

- Collect and input parent enrollment forms into a spreadsheet, work with the VP on keeping a list active of volunteers.
- Make copies and distribute flyers to teachers (mailboxes) in a timely manner before scheduled events.
- Perform all other duties assigned.
- Participates in PTO functions.

Treasurer

Job Description: The Treasurers primary role is to oversee and manage the finances of the Osgood PTO.

Specific Responsibilities for Treasurer:

- Performs the day-to-day transactions (payments and deposits).
- Writes checks as needed, makes purchases with a debit card as needed and makes deposits in a timely manner as needed.
- Retains financial transaction forms available for all volunteers, preserves financial records including invoices.
- Lead annual budget development process in Spring/Summer.
- Presents budget at **board** meeting, (end of April) before presenting for approval at May PTO meeting. Unless moved to September due to unforeseen circumstances.
- Works alongside the Osgood PTO to set annual fundraising goals and priorities based on identified needs.
- Manages the functional/operational needs of each fundraising opportunity.
- Provides reporting (income statement and bank reconciliation).
- Posts financial transactions to the spreadsheets as they occur throughout the month.
- Prepares monthly PTO treasurer reports (transaction report, performance to budget report).
- Reconciles checkbook.
- File Form 990-EZ (annual IRS information return required for 501(c)(3) groups).
- Renew incorporation with the state.
- Works with the PTO secretary to increase communication of need/goals to parents.
- Prepares a full financial report at the end of the school year.
- Participates in PTO functions.

School Liaison

Job Description: The School Liaisons main purpose is to distribute information/feedback between the school and PTO.

Specific Responsibilities:

- Serves as the key point of contact for teachers with the PTO.
- Distributes PTO information and school announcements (events, testing and after school activities).
- Attends monthly PTO meetings and is a voting member of the PTO.
- Participates in PTO functions, as much as possible.