

# COOLEY PTO BOARD

## JOB DESCRIPTIONS

### 2019-2020 SCHOOL YEAR

#### **PRESIDENT - Term Limit 2 Years**

- Leads the organization and promotes the fulfillment of the organization's mission.
- Represents the organization in the Waterford Community.
- Presides at all general meetings of the organization and of the executive board
- Acts as an alternate signatory on all orders.
- Coordinates the creation of and oversees the workings of the event committees of the organization.
- Coordinates and oversees the Nomination Committee.
- **Supports VP of Finance, Treasurer, and Fundraising Coordinators.**
  - **Supports VP of Cooley Relations, Corresponding Secretary, and Recording Secretary.**

#### **VICE-PRESIDENT OF FINANCE - Term Limit 2 Years**

- Acts as an assistant to the President of Finance.
- Performs the duties of the President of Finance in the president's absence.
- Oversees the fundraising activities of the organization.
- Assists Treasurer as needed.
- Assists Fundraising Coordinators with vendor payment and delivery as needed.
- Assists Fundraising Coordinators with counting and placing orders as needed.
- **Reports to the President.**

#### **VICE-PRESIDENT OF COOLEY RELATIONS - Term Limit 2 Years**

- Acts as an assistant to the President of Cooley Relations.
- Manages the communications of the organization, delegates communication channels and tasks to secretaries and support team members as desired.
- Performs the duties of the President of Cooley Relations in the president's absence.
- Manages maintenance of the Parent Resource Room, assigns volunteers to manage materials.
- Manages the website, updates documents on website monthly (meeting minutes received via email from Recording Secretary, newsletters received via email from Corresponding Secretary). Updates events and important dates section of website on at least a monthly basis, makes additions, changes as needed on a weekly basis.
- Manages public relations for the organization.  
**Reports to the President**

#### **CORRESPONDING SECRETARY - Term Limit 2 Years**

- Reports on any PTO correspondence at all meetings.
- Maintains a membership list, updates this list on at least a monthly basis, and has a current copy of the membership list on-hand at all general meetings
- Responsible for providing copies of the membership form for Meet & Greet. Collects completed forms at the end of Meet & Greet and updates membership list prior to September meeting.
- Designs and manages the monthly PTO newsletter. Collects newsletter content from appropriate board members/volunteers and copies this content into the newsletter. Sends finished draft of newsletter to President of Cooley Relations for proofreading and review.
- Assists with other PTO communications as requested by VP and President of Cooley Relations.
- Supports the organization's digital communication activities as requested by the VP and President of Cooley Relations.

- **Reports to the Vice President of Cooley Relations.**

### **RECORDING SECRETARY - Term Limit 2 Years**

- Keeps accurate record of the minutes of all meetings of the organization, and of the executive board when requested
- Presents copies of the minutes at each PTO meeting along with a sign-in sheet
- Maintains a copy of the current bylaws and distributes as required
- Maintains committee listings and is responsible for appropriate distribution as requested.
- Sends meeting minutes to all board and volunteer support team members via email within one week following each general meeting.
- **Reports to the Vice President of Cooley Relations.**

### **TREASURER - Term Limit 3 Years**

- Receives all monies of the organization.
  - Keeps an accurate record of revenues and expenditures.
  - Pays out local funds as authorized by the organization.
  - Presents a statement of account at every meeting of the organization and at other times as requested by the board.
  - Submits a year-end report by the end of June, at which time all books will be turned over to the newly-elected treasurer for the upcoming year.
  - Appoints an independent auditor to review all annual financial records.
  - Prepares and files the organization's 503C tax return (1099 N e-postcard).
  - Issues reimbursements within 5 business (school) days of receipt of paperwork.
  - Logs into PTO bank account online on a regular basis and monitors account for security purposes.
  - Stays after PTO's 2 main fundraising event (FFN/SF) counts, documents, deposits all monies.
  - Gets change for all cash boxes for all PTO events that will have money collected. Will get the change to the event location at least 30 minutes prior to event start time.
  - Deposits into/withdrawals from PTO bank account as needed.
  - Briefs President on a monthly basis in all financial activities of the organization.  
The Box Tops manager and Pre-Sales manager report to this position.
- Reports to Vice President of Finance.**

### **FUNDRAISING COORDINATORS (2 positions) - Term Limit 3 Years**

- Work together to plan, organize and implement the PTO's annual fundraisers. Fundraisers may be added, removed or changed at the discretion of the fundraising coordinators with approval from the executive board.
- Provide monthly fundraising update reports at PTO meetings.
- Work with vendors to coordinate orders, payment and delivery.
- Collect, count and record orders and payments. All orders and payments must be counted by two people.
- Submit all cash and checks to PTO treasurer with appropriate documentation.
- Are the contacts for outside fundraisers (ex: Rolladium, BWW, etc). Works with store management to coordinate fundraiser dates, etc. Gets this information of the VP of Cooley Relations.
- **Reports to Vice President of Finance.**

### **Member at Large (1 position) - Term Limit 2 Years**

Work together to plan, organize and implement the PTO's goal.

Works with all members to coordinate activities This position assists all members on an as needed basis.

**Supports VP of Finance, Treasurer, and Fundraising Coordinators.**

**Supports VP of Cooley Relations, Corresponding Secretary, and Recording Secretary.**



## **SUPPORT TEAM:**

### **COMMUNICATIONS ASSISTANT**

- FaceBook-join requests, group maintenance.
- Email forwarding, maintenance.
- **Reports to Vice President of Cooley Relations.**

### **BOX TOPS MANAGER**

- Counts Box Tops.
- Manages Box Top contests/events and makes/copies flyers for such.
- Submits Box Tops for reimbursement back to the organization.
- **Reports to Treasurer.**

### **EVENTS PRESALES MANAGER**

- Copies and distributes FFN/SF flyers.
- Counts orders and distributes wristbands, tickets, etc
- **Reports to Treasurer.**