

PTO BOARD JOB DESCRIPTIONS:

All PTO Board Members & Committee Chairs:

- Be an active member of Randolph PTO
- Serve a 1-year term from June 1st to June 1st
 - Attend monthly PTO Board meetings
- Help coordinate at least one element of Fall Festival
- Acquire and maintain continuity files for your position
- Provide training for the person who fills your position next

President:

- Lead all meetings, speak at all school events as requested by administration.
- Coordinate and work with committees in charge of activities scheduled
- Confer with officers and chairmen regarding plans for the year and progress toward set goals.
- Prepare a master calendar that includes executive board meetings, association meetings, PTO special events, and president/principal meetings.
- Delegate responsibility and empower others and appreciate their efforts.

Vice President:

- Assist President and fill in for President as needed.
- Train and place room parents in all elementary classrooms.
- Arrange three teacher appreciation luncheons throughout the year by coordinating the food and set up.

Secretary:

- Keep an accurate, concise, permanent record of the proceedings of all meetings of the membership and of the Board.
- Attach summarized reports of other officers and chairmen (important reports such as budget) to the minutes.
- Prepare the minutes and give a copy to the Board soon after each meeting for approval, and post on PTO website.
- Have on hand for reference at each meeting a copy of the bylaws, copies of agendas, minutes of previous meetings, list of all committees, and an up-to-date list of all members.
- Assist the President in preparing the meeting agenda, if requested.
- Be prepared to help count a vote when requested, and have blank paper available for voting by ballot.
- Assist with scheduling of meeting times and locations.
- Send notices of meetings to Executive Board members and committee chairs for monthly meetings and as directed.
- Ensure that due notice (at least 7 days) of all meetings is given in advance to the membership.
- Assist with correspondence (letters, thank you notes, etc.) as requested.
- Maintain the PTO bulletin board at the Elementary School with upcoming dates, events and notices.

Treasurer:

- File new signature cards for PTO account(s) at bank approved by the Board.
- Serve on and meet with budget committee and/or newly elected Board as soon as possible.
- Develop a carefully considered budget as a financial guide for the upcoming year.
- Present the proposed budget for the approval of the membership at the first regular meeting of the year.
- Pay by check all bills and itemized invoices duly authorized.
- Document all transactions with a voucher.
- Collect all monies, as necessary, at PTO functions documenting on a Cash Verification form. Issue a receipt for all monies received, if applicable. Deposit all monies promptly, documenting with a bank deposit slip, in the PTO bank account.
- Reconcile monthly bank statement.
- Make all financial records available for audit at the times specified in the Bylaws.
- Present a full report at the end of the year to be provided to the general membership and to the Chief Financial Officer of the Randolph Field ISD office.

PTO BOARD JOB DESCRIPTIONS (CONTINUED)

Volunteer Coordinator:

- Maintain a master list of members, their contact information and their volunteer interests.
 - Ensure that volunteer data is recorded and available to the Board and school staff upon request.
 - Facilitate recruiting, assigning and organizing volunteers and food donations for school related activities.
 - Work with the Board and staff to support and encourage volunteerism.
 - Provide volunteer opportunities to all members interested in being involved.
 - Perform evaluations and set goals for activities based on teacher and/or volunteer needs.
 - Schedule volunteers for activities of the PTO and school events as requested by RFISD administration.
 - Support the Committee Chairs in scheduling volunteers and/or other resources they may need.
 - Submit a written report after events for the PTO records.
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PTO COMMITTEE JOB DESCRIPTIONS:

Sunshine Committee (Elementary and Middle/High)

- Plan teacher appreciation luncheons and other events.
- Recognize teacher birthdays, "get well", etc.

Yearbook (Elementary and Middle)

- Coordinate photo coverage of school events and activities.
- Facilitate yearbook sales.
- Edit yearbook and have available by the end of the school year.

Accelerated Reader (Elementary)

- Track and recognize achievements for RES Accelerated Reader program.
- Coordinate with classroom teachers to ensure Accelerated Reader program is available to students.

Newsletter: (all schools)

- Coordinate coverage of PTO and school events and other important information.
- Publish monthly newsletter in print and online. Make copies for all RFISD students when needs dictate.
- Send out reminder e-mails as monthly deadlines approach.
- Submit newsletter to RFISD administration and PTO Board for approval prior to publishing.

Box Tops for Education: (all schools)

- Coordinate collection and incentive programs to ensure maximum benefit for schools.
- Send in Box Tops as needed and ensure Box Tops checks are given to PTO Board.

Redemption Programs: (all schools)

- Coordinate collection of recyclable ink jets, cell phones, and Tyson labels.
- Turn in redemption items as needed and ensure checks are given to PTO Board.

Book Fair (all schools):

- Attend Book Fair Workshops.
- Coordinate with President and Volunteer Coordinator to set up 3 book fairs, including scheduling volunteers