Hilltop PTO

Board of Director Duties

Duties – in addition to those listed in by-laws

President:

Calendar (meet with School Administration to ensure no conflicts)

Website – maintenance & updates

Weekly email newsletter

Weekly Blackboard messages (email to Principal)

Put together beginning of the year Welcome Packets

Support Committee Chairpersons, as needed

Put together meeting Agenda

Assemblies – work with teacher reps to find appropriate assemblies & set up.

Meet with School Administration, Teacher Reps to go over plans, calendar, and budget.

Secretary Appreciation Gifts & Custodian Appreciation Gifts

Check PTO mailbox at least once a week (send items to appropriate board member/chairperson)

Vice-President:

PTO Bulletin Board

Committee Volunteers (create spreadsheet from ‘Count me In” forms and email to chairpersons.

Parent E-mail Database & Entry of E-mails into Yahoo account

Be Present at meetings and majority of school events.

Help with Welcome Packets at Beginning of School Year

School Sign

Secretary:

Meeting Minutes

Make copies of Agenda, Minutes, CAC Report, BOE Report for each meeting.

Print out Meeting Sign-In Sheet and Babysitting Sign-In Sheet for each meeting.

Parent E-mail Database & Entry of E-mails into Yahoo account

Help with Welcome Packets at Beginning of school year

Treasurer:

All things financial

Meet with Accountant and ensure all IRS and State filings are done.

Meet with Principal & PTO President to go over proposed budget prior to the beginning of the school year.

Update & Copy Budget for each PTO meeting

Make deposits in a timely manner

Board Meetings:

Recommend at least 2 board meetings (one at beginning of school year & one in middle) to discuss needs of PTO, budget calendar, ideas. Etc.

**The above is what is being recommended – duties can be distributed differently based on agreement of board members. This list may not include everything.**

**Additional Duties that can be split between Board Members:**

* Set up table on Open Registration Day in August.  PTO Board members can take turns volunteering at the table (if something board agrees to do)
* Set up table(s) on curriculum night to show samples of spirit wear.  Can also hand out information and have sign-up sheets.  Keep in mind parents are already filling out several sign up sheets in the classroom.  Board members can take turns volunteering at the table.
* Provide volunteers for Kindergarten Supply drop off to help with bus passes.
* Coordinate volunteers for Fall & Spring Picture Day
* Coordinate volunteers for Dental Screening (ask school nurse when volunteers are needed.)
* Coordinate volunteers for Vision & Hearing Screening (ask school nurse when volunteers are needed)
* Appreciation Gifts for Custodians (because they help the PTO with many things during the school year.) $25 Gift Certificate to Kim Swanson and Socorro Ochoa right before the winter Holidays.
* Appreciation Gifts for the three School Secretaries (because the help with PTO) $25 gift certificate each on Secretary/Administrative Assistant Appreciation Day.  In 2015 this is on April 22nd.