**Kettle Lake PTO Board Job Descriptions**

**Co-Presidents**

* Schedule and coordinate monthly PTO board and PTO meetings.
* Prepare agendas for the PTO board and PTO meetings.
* Arrange for babysitters at the PTO Board & General meetings.
* Facilitate the PTO board and PTO meetings.
* Maintain and update the PTO bulletin board.
* Follow up on any concerns or outstanding issues raised during the PTO meeting unless otherwise delegated.
* Monitor the PTO e-mail box and follow up on questions, concerns, or ideas sent.
* Update PTO Facebook page as necessary.
* Present ideas for events requiring PTO sponsorship and/or funding to the board for consideration.
* Act as liaison and main point of contact between the PTO board, PTO members and school staff.
* Work with the Board to follow the Caledonia Community Schools Financial Guidelines & Best Practices for the PTO
* One Co-President shall be the co-signer on the PTO account with the Treasurer, the other shall review the reconciliation of the bank accounts monthly.
* Assist in the recruitment of committee chairs and other volunteers as needed.
* Help recruit and train new officers.
* Support committee chairpersons as needed during the planning and execution of an event.
* Ensure the by-laws and other policy/procedure documents are being followed and initiate any revisions if required.
* Ensure the PTO is operating in accordance with the 501(c) (3) guidelines.

**Vice President**

* Plan and execute Fall and Spring Parent/Teacher Conference dinners.
* Submit PTO related information to Kettle Lake secretary for the school’s weekly newsletter.
* Assist with monthly PTO board and PTO meetings.
* Work with the Board to follow the Caledonia Community Schools Financial Guidelines & Best Practices for the PTO
* Facilitate the PTO board and PTO meetings in the event the Co-presidents are unable to attend.
* Assist in following up on any concerns or outstanding issues raised during the PTO meeting.
* Monitor the PTO e-mail box and coordinate any follow up with the Co-Presidents.
* Update PTO Facebook page as necessary.
* Help maintain a binder or electronic files of PTO related documentation.
* Assist in the recruitment of committee chairs and other volunteers as needed.
* Help recruit and train new officers.
* Support committee chairpersons and serve on PTO sponsored event committees as needed during the planning and execution of an event.

**Secretary**

* Maintain & Update PTO website.
* Attend monthly PTO board and PTO meetings.
* Prepare the attendance sheets for the monthly PTO board and PTO meetings.
* Record and transcribe PTO board and PTO meeting minutes.
* Distribute the minutes to the PTO board, Principal and Teacher Representative for approval.
* Ensure the PTO meeting minutes are posted to the school website once approved.
* Monitor the PTO e-mail box and coordinate any follow up with the Co-Presidents.
* Update PTO Facebook page as necessary.
* Create policy or procedure documents as needed to record PTO processes or guidelines.
* Maintain a binder or electronic files of all PTO board and PTO meeting agendas, attendance sheets, meeting minutes, and other relevant documents.
* Assist in following up on any concerns or outstanding issues raised during the PTO meeting.
* Work with the Board to follow the Caledonia Community Schools Financial Guidelines & Best Practices for the PTO.
* Assist in the recruitment of committee chairs and other volunteers as needed. Help recruit and train new officers.
* Support committee chairpersons and serve on PTO sponsored event committees as needed during the planning and execution of an event.

**Treasurer**

* Attend monthly PTO board and PTO meetings.
* Prepare the treasurer’s budget report for the PTO board and PTO meetings.
* Prepare and maintain the PTO budget.
* Reconcile the PTO checkbook monthly.
* Write checks for reimbursement or other expenses as required.
* Maintain a binder or electronic files of all receipts, reimbursement requests, invoices, bank statements, and other relevant documents.
* Work with the Board to follow the Cal Schools Financial Guidelines & Best Practices for the PTO
* Organize and distribute change boxes as needed at events.
* Collect money at the end of all events/fundraisers, prepare deposits for the bank, and deposit funds in the bank following standard procedures.
* File the appropriate 990 form annually.
* Assist in following up on any concerns or outstanding issues raised during the PTO meeting.
* Assist in the recruitment of committee chairs and other volunteers as needed.
* Help recruit and train new officers.
* Support committee chairpersons and serve on PTO sponsored event committees as needed during the planning and execution of an event.
* Ensure the PTO is operating in accordance with the 501(c) (3) guidelines.