



Liberty Pines Academy PTO Positions



(Amount of s equals Commitment Level to LPA PTO)

Executive Board

Year round monthly commitment and involved in all PTO meetings and events

President

Liaison between LPA Staff, Teachers and Parents; coordinates and conducts PTO board and general meetings; Oversees all PTO functions, fundraisers, and committees; Responsible for marketing/promotions of all PTO events and PTO news; Signs PTO checks and approves expenses; Attends all PTO sponsored events; Supports recognition of awards and appreciation and helps resolve any challenges; Attends and reports at all PTO Board and General meetings and attends all PTO sponsored events

1st Vice President of Fundraising

Serves as Chairperson for all major fundraiser programs, Business Partners, and attends all fundraising programs, meetings and PTO sponsored events; Acts as an aide to the President and can step in at any time President is not able to perform his/her duties; Attends and reports at all PTO Board and General Meetings and attends all PTO sponsored events

2nd Vice President of Volunteers and Membership

Responsible for and secures all volunteers for various activities throughout the year using Sign Up Genius, emails, Facebook, etc; Compiles a list of volunteers for all committees to call upon; Oversees and coordinates membership drive, awards, recognition and programs; Attends and reports at all PTO Board and General meetings and attends all PTO sponsored events

Treasurer

Handles all money collected and dispensed by PTO and keeps an accurate accounting of these funds so at any time PTO can track actual and budgeted performances in all areas; Numerous bank runs, check deliveries, and going by LPA a few times a week to check PTO box for invoices, Provide a monthly budget update at Board meetings; Handles yearly tax returns and audits; Attends and reports at all PTO Board and General Meetings and attends all PTO sponsored events

Secretary

Records the minutes at all PTO Board meetings and general meetings and distributes copies for approval; Responsible for general correspondence and thank you notes; Updates PTO Website; Assists in all communication through website, Facebook, newspaper, emails, etc.; Attends and reports at all PTO Board and General meetings and attends all PTO sponsored events

Committee Chairs and Positions

Some positions have full commitment planning and managing one-time event (OTE), while others have responsibilities through the year (YR)

Assistant Treasurer YR

Assists treasurer in collection, verifying, processing and tracking of all funds; Attends all general and board meetings and can step in at any time if Treasurer is not able to perform his/her duties; Attends all PTO Board and General meetings

Birthday Run OTE

Oversees all aspects of the Birthday Run, grades 6-8; Organizes all volunteers, t-shirts, refreshments, money collection, registration, promotion of event, etc. Manages volunteers committee; Attends and reports at PTO meetings before and after event timeframe

Boosterthon Fun Run Chair OTE

Oversees all aspects of the Fun Run, grades K-5; Works closely with Boosterthon company and assists in their coordinating efforts; Responsible for race set up, prize distribution, money collection, registration, promotion of event, etc., Manages volunteers committee; Attends and reports at PTO meetings before and after event timeframe

Box Tops Chair   YR

Collecting, sorting and mailing in all Box Tops; Promoting the program to LPA families; Coordinating quarterly contest winners and prizes; Attend and reports at a minimum of 2 PTO meetings throughout the year

Business Partner Liaison    YR

Promotes LPA to local businesses and asks for partnership and/or donations for school; Maintains database of pertinent information regarding contact, sponsorship level, etc; Promotes business partner to school through their levels of commitment; Invites business partners to programs and helps thank them for their support; Collects money and helps markets business partner in LPA Lobby and through their personal flyers, banners, etc; Attend and reports at PTO meetings throughout the year (should attend at least ½ of meetings)

Campbell's Soup/Tyson Chicken Label Chair  YR

Coordinate collection of labels and mailing in all Labels; Promoting the program to LPA families; Attend and reports at a minimum of 2 PTO meetings throughout the year

Enjoy the City Books Chair   OTE

Pack books and envelopes and distribute and promote to entire student body; Collect money, distribute prizes, order additional books and return unsold books; Manage volunteers committee; Attends and reports at PTO meetings before and after event timeframe

Gator Bowl Ticket Sales Chair  OTE


Coordinate ticket presales for Gator Bowl; Promote event and handle advertising, orders and distribution of tickets; Attend and reports at PTO meetings before and after event timeframe

Holiday Vendor Night Chair   OTE




Oversees and coordinates all aspects of the Holiday Night of the Arts in December; Organizes performances, Vendor sales and participation; Food and Drinks; Wreaths or Classroom participation items; Cookie decorating or other Kids Holiday activities; Manage volunteers committee; Attends and reports at PTO meetings before and after event timeframe

Inside Marketing/Public Relations Chair   YR

Assists every PTO Event Chair and PTO Board with all inside marketing and promotions of events, news, deadlines, activities for students, teachers, etc; Updates Facebook and gives suggestions for website, flyers, Alert Now, emails, etc; Attend and reports at PTO meetings throughout the year (should attend at least ½ of meetings)

Leveled Book Room/Media Chair  YR



Manages sorting, labeling and preparing book sets in leveled book room; Assists in student Media programs and needs; Attends and reports at a minimum of 2 PTO meetings throughout the year

Major Event Fundraiser (Golf Tournament/Gala/Wizards, etc)    OTE

Oversees and coordinates all aspects of Fundraiser; Manages volunteers committee; Organizes all promotions/marketing, Coordinates food and beverage, decorations, ticket sales, collection of money, t-shirts, Classroom participation items, and all event day of activities; Attends and reports at PTO meeting before and after event timeframe

Meet the Artist Chair   YR


Coordinate art lessons for all classrooms K-5; Manage classroom volunteers committee; Maintain inventory of supplies and update as needed; Promote program with teachers and students; Attend and reports at a minimum of 2 PTO meetings throughout the year

Membership Chair   OTE


Responsible for organizing and promoting PTO membership drive, collecting money, and recognizing donors; Attend and reports at PTO meetings before and after event timeframe

Mini-Grant Coordinator   OTE

Communicate with all teachers regarding mini-grant program and process for application; Mini-grant promotions and orders usually takes place in 1st 4 months of school year; Help teachers fill classroom/grade needs; Oversee process and orders, payment coordination, and work with administration as needed; Attend and reports at PTO meetings before and after mini-grant timeframe

Outside Public Relations Chair  YR

Works with outside sources to promote PTO events as needed – Creekline, news channels, other newspapers, etc; Attend and reports at PTO meetings throughout the year (should attend at least ½ of meetings)

Parliamentarian  YR

Maintains Roberts Rules of Order; Attends all general and board meetings and keeps files of all motions from PTO Meetings; Attends all PTO Board and General meetings

Room Parent Liaison  YR

Coordinates room parent involvement in all PTO events; Provide communication to all room parents to distribute to their classes; Coordinate meeting in beginning of year; Attend and reports at a minimum of 2 PTO meetings throughout the year

Scholastic Book Fair Chair    OTE

Book fair takes place in fall and spring; Coordinates with Media Specialist for set up and take down of book fair; Schedule and coordinate all volunteers before, during and after event; Run registers along with PTO Board Members; Promote event and coordinate classroom visits to Book Fair; Attend and reports at a minimum of 2 PTO meetings throughout the year

Spirit Wear Chair    YR

Responsible for design and all orders of spirit wear; Collects and fills all order forms, collects money, manages distribution of spirit wear; Sells at all possible PTO events; Promotes spirit wear to classrooms and awards prizes to classrooms for Spirit Wear Fridays; Manages volunteers; Attend and reports at PTO meetings throughout the year (should attend at least ½ of meetings)

Teacher/Staff Appreciation Chair    YR

Coordinates food, beverage and all “hospitality” for functions including Teacher Luncheons, Kindergarten Tea, special guests, meetings, etc; Coordinates and oversees all yearlong activities and teacher appreciation week activities with Room Parents to support teachers and staff; Attend and reports at PTO meetings throughout the year (should attend at least ½ of meetings)

Sunshine Chair   YR

Promotes a positive and cohesive spirit within the PTO board and school by coordinating intergroup events, recognizing birthdays, providing positive thoughts at each meeting, etc; Responsible for Teacher, Volunteer and Student of the Month Programs and recognition throughout the school; Attends and reports at all PTO board meetings throughout the year

Visual Marketing Chair  YR

Maintains outside of School Fence and placement of put in cups; Coordinates lobby and hallway PTO bulletin boards with PTO activities and recognitions; Attend and reports at PTO meetings throughout the year (should attend at least ½ of meetings)