

# **LIBERTY PINES ACADEMY PTO POSITIONS**

(Number of \* represents Commitment Level to LPA PTO)

## **EXECUTIVE BOARD**

(Year round monthly commitment and involved in all PTO meetings and event)

### **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 and promotions of all PTO events and PTO news; Signs PTO checks and approves expenses; 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.

### **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; Responsible for numerous bank runs, check deliveries and going by LPA a few times a week to check PTO box for invoices; Provides 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, 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))

### **Birthday Run – 6<sup>th</sup> Grade (OTE)\*\***

Oversees all aspects of the Birthday Run for 6<sup>th</sup> grade; Organizes all volunteers, t-shirts, refreshments, money collection, registration, promotion of event, etc.; Manages volunteer committee; Attends and reports at PTO meetings before and after event timeframe.

### **Box Tops Chair (YR)\*\***

Collects, sorts and mails in all Box Tops; Promotes the program to LPA families; Coordinates quarterly contest winners and prizes; Attend and reports at a minimum of two 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 help thank them for their support; Collects money and helps

market business partner in LPA lobby and through their personal flyers, banners, etc.; Attends and reports at PTO meetings throughout the year (should attend at least ½ of meetings).

**Community Color Run (OTE)\*\*\***

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

**Hospitality Chair (YR)\*\*\***

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

**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.; Attends and reports at PTO meetings throughout the year (should attend at least ½ of the meetings).

**Meet the Artist Chair (YR)\*\***

Coordinates art lessons for all K-5 classrooms; Manages classroom volunteers committee; Maintains inventory of supplies and updates as needed; Promotes program with teachers and students; Attends and reports at a minimum of 2 PTO meetings throughout the year.

**Mini-Grant Coordinator (OTE)\*\***

Communicates with all teachers regarding mini-grant program and process for applications; Mini-grant promotions and orders usually takes place in 1<sup>st</sup> 4 months of school year; Helps teachers fill classroom/grade needs; Oversees process and orders, payment coordination, and works with administration as needed; Attends and reports at PTO meetings before and after mini-grant timeframe.

**Parliamentarian (YR)\***

Maintains Roberts Rules of Order; Attends all general and board meetings and keep 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; Provides communication to all room parents to distribute to their classes; Coordinates meeting in beginning of year; Attends and reports at a minimum of 2 PTO meetings throughout the year.

**Scholarship Coordinator (OTE)\***

Responsible for coordinating PTO related scholarships.

**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; Schedules and coordinates all volunteers before, during and after event; Runs registers along with PTO Board Members; Promotes event and coordinates classroom visits to Book Fair; Attends and reports at a minimum of 2 PTO meetings throughout the year.

**School Supplies (OTE)\*\***

Responsible for contacting each grade level lead teacher and collecting each grades school supply list. Uploads to school supply company. Accepts delivery of supplies, sorts by grade level and distributes to each grade level lead teacher before Wolf Greeting. Manages volunteers, including youth volunteers.

**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; Attends 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.

**TaxSlayer Bowl Tickets Sales Chair (OTE)\***

Coordinates ticket presales for TaxSlayer Bowl; Promotes event and handles advertising, orders and distribution of tickets; Attends and reports at PTO meetings before and after event timeframe.

**Teacher/Staff Appreciation Chair (OTE)\*\*\***

Coordinates food, beverage and all “hospitality” activities for Teacher Appreciation Week and the End of the Year; Works with Room Parents to support teachers and staff; Attends and reports at PTO meetings throughout the year (should attend at least ½ of meetings).

**Visual Marketing Chair (Cups) (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).

**Yankee Candle Sales (OTE)\*\***

Packs flyers and envelopes and distributes and promotes to entire student body; Collects money, distributes prizes; Manages volunteer committees; Attends and reports at PTO meetings before and after event timeframe.