

Wampanatuck Wildcats PTO Handbook

PTO Executive Board Job Descriptions

All Board Members:

All Board members must attend WPTO meetings and participate in the decision making on all matters brought before the Board and the general membership. Attend Board meetings as needed.

Co-Presidents:

- Preside over all meetings
- Coordinate, oversee and ensure attendance by one or both Co-Presidents at all activities and functions of the WPTO
- Approve discretionary expenditures for sanctioned activities in amounts of not more than \$500
- Prepares a budget with the treasurer for approval
- Prepares for approval all agendas and facilitates discussions
- Submits information for the PTO, Wampanatuck or school wide newsletters
- Prepares the PTO calendar in conjunction with the Principle
- Meets with the Principle on a regular basis for discussions, updates and agenda setting
- Hold Board meetings prior to General PTO meeting to discuss agenda
- Check mail daily including the teacher envelopes

Co-Vice Presidents:

- Preside at the WPTO meetings in the absence of the Co-Presidents
- Assume office of Co-President for the following term
- Attend school council meetings and report at WPTO meetings
- Solicits for each committee a chairperson for the following year
- Decorates and maintains the PTO Bulletin board and display cases
- Attends agenda setting meetings with the Co-Presidents and Principle beginning in March
- Researches fundraising possible activities
- Assists at any PTO events as needed

Treasurer

- Prepare all financial transactions, keep all financial records, and make financial reports and recommendations to the Board and general membership

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- -Report on the financial status of the PTO and provide a report at the beginning and end of the year for review
- -Chair the budget committee and work with the Co-Presidents and committee chairs to develop a budget for presentation and for approval
- -Receive all budget expenditures in writing
- -Provide cash boxes for major PTO events such as book fairs, holiday fairs and wing ding
- -Make bank deposits and transfers between accounts and try to maximize the interest earned during the year (ex opening certificates of deposits if funds are available)
- -file all necessary forms to the federal and state government

Co- Secretary Responsibilities

- (Publish the WPTO meeting agenda in the school newsletter or by notice for each meeting (M Rizzo)
- Publish the Wampatuck PawPrints Newsletter (M Rizzo)
- Submit articles for Scrib Notes and the superintendent's newsletter (M Rizzo)
- Take and record all minutes of the Board and WPTO general membership (T Meagher)
- Condense and circulate general meeting notes prior to the next monthly meeting (T Meagher)
- Maintain the administrative records, documents, and correspondence of the WPTO (T Meagher, M Rizzo)
- Ensure all notices from PTO committees are dated and placed in the Notice and Correspondence Book (T Meagher)
- Submit and update Scituate school website (T Meagher)
- Ensure posting of meeting minutes, upcoming events and other information on school website (T Meagher)
- Assist at any PTO events as needed (T Meagher, M Rizzo)
- Send all correspondence (congratulations, get well, acknowledgements) on behalf of the PTO (M Rizzo)
- Monitor e-mail address, wampatuckpto@hotmail.com the password is "password" (M Rizzo)