

# Independence Community PTO

**PTO Board Position Descriptions:** All positions are two-year terms. Once elected, each board member will serve on the PTO Board beginning on August 1 of the new school year and end two years later on July 31 unless re-elected. For all positions, it is expected that every effort will be made to attend the PTO meetings, the Board meetings, and PTO events.

## Co-Chairs:

1. Serve as leaders and key contacts for the PTO.
2. Set the agenda of all meetings and preside over all PTO meetings and events.
3. Lead discussions and subsequent voting on fundraisers, events, and fund requests for the year.
4. Makes all arrangements for PTO meetings (reserve room & equipment, copies of agendas)
5. Coordinate the work of the Board and committees so that the PTO's mission can be promoted and objectives can be met.
6. Chair a committee for Spring Carnival which is held every other year. (even year)
7. Assist with the Fall Fundraiser which is held every other year. (odd year)
8. Present the two PTO scholarships at the Independence Dollars for Scholars Night.
9. Organize the Teacher Dinner at Fall P/T Conferences.
10. Organize the recognition of Administrative Professionals, Teachers and Staff, and Bus Drivers during April and May.

## Secretary:

1. Record the minutes of all PTO meetings and submit the minutes to the Director of Technology for posting to PTO website. Records attendance at the PTO meetings.
2. Is responsible for all PTO correspondence: sends e-mail reminders about meetings and events to the membership, maintains the PTO g-mail account, updates the PTO Facebook page and prepare and distribute flyers.
3. Check the PTO mailbox at both East Elementary and West Elementary on a regular basis and distribute the mail to the appropriate board members.
4. Maintains a calendar of events for the PTO.
5. Chair a committee for Spring Carnival which is held every other year. (even year)
6. Assist with the Fall Fundraiser which is held every other year. (odd year)

## Treasurer:

1. Maintain PTO Bank Iowa checking account.
  - a.) Write checks as needed- 2 signatures required & proper paperwork
  - b.) Make deposits in a timely manner
  - c.) Maintain account balances for PTO funds & East funds separately

2. Present budget reports at meetings
  - a.) Compile budget report for PTO funds & balance of East funds
  - b.) Reconcile East fund balance with Janette Hopkins on a quarterly basis
3. Maintain and oversee "Request for Funds" process
  - a.) Collect & review all requests prior to meetings
  - b.) Present requests at meetings &/or encourage requestor to attend and present own request
  - c.) After request has been reviewed at meeting notify requestor & appropriate principal of decision regarding request
  - d.) Collaborate with Administration to reimburse for requested items that PTO voted to fund
4. Maintain and oversee Gambling license
  - a.) Maintain active license- renew as needed
  - b.) File annual report by July 30
5. Maintain and oversee Retail Sales Tax Permit
  - a.) File quarterly reports
6. Assist with West Memory Book
7. Serve as chairperson for the Fall Fundraiser which is held every other year (odd year)
8. Chair a committee for Spring Carnival which is held every other year (even year)