

Executive Board Position Descriptions:

President:

- Preside at all meetings of the PTO and coordinate the work of the officers and committees
- Carry through prayer, communication, and leadership the St. Ignatius Martyr School mission
- Develop agendas for monthly Executive Board meetings and 5 General Assembly meetings
- Submit any updates to the school newsletter regarding PTO events
- Monitor and approve PTO budget
- Work with the principal to plan PTO events and set school calendar
- General supervision over the affairs of the PTO
- Serve as liaison between PTO and school administration
- Guide PTO board in setting goals and objectives for each school year
- Provide written and verbal communication to the parent body
- Insure bylaws are followed and lead revision
- Insure elections and appointments of other volunteers follow guidelines

Secretary:

- Decorate and monitor PTO bulletin board in school foyer
- Attend Executive board meetings monthly
- Attend PTO General Assembly Meetings
- Take meeting minutes at the Executive board meetings and General Assembly Meetings
- Type and email board meeting minutes within one week
- Work with the webmaster to have meeting minutes posted on the website
- Make copies of meeting minutes for General Assembly Meetings
- Make the Parent sign in sheets for the General Assembly Meetings

Treasurer:

- Custody of all funds; keep accurate account of receipts, expenditures, and paid bills; give financial reports at meetings; and help prepare the financial budget
- Track copies of PTO check requests/disbursements
- Reconcile the account on a monthly basis
- Prepare deposits for the PTO
- Prepare a monthly treasurer's report
- Attend Executive board meetings monthly
- Attend PTO General Assembly Meetings
- Count the "kitty" and attendances at PTO General Assembly Meetings
- Work with school and parish bookkeepers

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- Take custody of money box at front office for each event and return after event

VP of Events:

- Organize and find a chair (or serves as chair) for each PTO sponsored event
- Work with the chairperson to coordinate the plans for each event
- Events include: Back to School Social, Halloween Carnival, Grandparents Day, Catholic School's Week, Valentines day, etc
- Activities include: assisting with Fun Run and Open House
- Attend each event, monthly board meetings, and general assembly meetings

VP of Fundraising:

- Coordinator for school fundraisers: Box Tops, Coke Rewards, etc
- Assist with fundraising at school events: such as Bingo, Fun Run
- Suggest new ways to raise money for PTO or school
- Attend Executive board meetings monthly
- Attend PTO General Assembly Meetings
- Present information pertaining to any of these activities during PTO general assembly meetings
- Assist PTO board in developing parent surveys or other ways to get parent feedback

VP of Stewardship:

- Coordinate parent volunteers
 - Maintain spreadsheet of volunteers and their email addresses
 - Conduct homeroom parents orientation meetings twice a year
 - Maintain/update homeroom parents guide
 - Answer questions asked from homeroom parents
 - Assist events committee and fundraisers by soliciting volunteers for these events
 - Assist principal in reminding parents of certain school events via email to homeroom parents
 - Purchase paper goods for PTO sponsored events
 - Attend Executive board meetings monthly
 - Attend PTO General Assembly Meetings
 - Communicate homeroom parents' role and responsibilities:
Bingo
PTO refreshments
Teacher/ Staff Appreciation week
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Yard clean up Mardi Gras Auction
Halloween Carnival

VP of Hospitality:

- Assist the Director of Development in development and marketing for the school
- Coordinate pictures for the school newsletter, yearbook, and Catholic spirit
- Coordinate communication between school and parish
- Coordinate New Families Ambassador program and summer playdate for PK and K classes
- Coordinate thank you party for homeroom parents and PTO board members
- Suggest new ideas/programs for the school
- Attend Executive board meetings monthly
- Attend PTO General Assembly Meetings