



### 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



- 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 Dinner and Dance, Dies y Seis, Oktoberfest, Halloween Carnival, Grandparents Day, Catholic School's Week, Valentines day, Mardi Gras, and Cinco de Mayo
- Activities include: Fun Run and Open House
- Attend each event, monthly board meetings, and general assembly meetings

**VP of Fundraising:**

- Coordinator for school fundraisers: Box Tops, Campbell's Labels for education
- Assist VP of Events with fundraising at school events: such as Back to School dance
- 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  
Cinco De Mayo Booth  
Teacher/ Staff Appreciation week



Yard clean up  
Christmas Service Project  
Halloween Carnival

Coats for Kids  
Fall Fest baskets

**VP of Development:**

- Assist the Director of Development in development and marketing for the school
- Submit pictures for the school newsletter, yearbook, and Catholic spirit
- Coordinate communication between school and parish
- Coordinate New parent Buddy 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
- Serve as liaison between PTO and school advisory board and attend monthly school advisory board meetings