



ARCADIA PTO

JOB DESCRIPTIONS

PRESIDENT

Oversees all PTO board positions and PTO activities. Organizes PTO board and general meetings. Resolves any relevant parent issues. Meets monthly with the principal. Meets quarterly at ALC meeting with other PTO presidents & Principals. Speak publicly for the PTO when necessary.

TREASURER

Categorizes all AHS PTO funds in QuickBooks, and runs income and expense reports for PTO General & Executive Board meetings. Prepares PTO annual budget and works with an outside accountant to prepare the yearly tax return. Processes all expense reimbursements and payments. Provides a cash box for all events when asked and instructs volunteers how to prepare a deposit. Leads Booster 101 class in the fall to instruct boosters on how to run their booster club.

SECRETARY

Records meeting minutes for Executive Board Meetings & General Board Meetings. Shares meeting minutes within a reasonable time. Writes Thank you notes to donors to the PTO.

VP OF COMMUNICATIONS

Creates & sends the weekly school newsletter, texts, social media, updates the PTO website, manages the PTO email account access, Google Drive, and other communications accounts.

VP of FUNDRAISING

Coordinates all fundraising events, such as Dining for Dollars nights. Oversees all fundraising committees, such as Auction. Manages the publicity for all fundraising events & programs such as Dining for Dollars, Amazon, Target, and Escript. Evaluates any new fundraising programs.

VP OF VOLUNTEERS

Confirms volunteer chairpersons each fall and spring, advertises open chairperson positions and downloads and organizes volunteer registrations from the AHS PTO website. Communicates with AHS for their volunteer needs. Advertises need for volunteers when necessary.

VP OF MEMBERSHIP

Organizes membership drive in the fall by creating forms & online sources for signing up.