

MITCHELL MUSTANGS



PTO President Walkthrough of Duties

Thank you for taking on/interest in the role of PTO President. Below you will find a walkthrough for procedures and recommendations that will help it run smoothly.

1. **Job Description:** The President shall preside over meetings of the organization and executive board, serve as the primary contact for the Principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. Please refer to the full folder of office walkthrough duties for more information.

2. **Additional duties:**
 1. In June work with the Principal to set the PTO's full year's event calendar as well as add any important school events to our dates list for communication. Events may include but are not limited to:
 1. Welcome Back Night
 2. Fun Run
 3. PTO meetings
 4. Book Fairs (traditionally three dates)
 5. Curriculum Night
 6. Fall Fest
 7. Winter Teacher Luncheon
 8. Movie Nights
 9. International Night
 10. Talent Show
 11. Ice Cream Social
 12. 5th Grade Graduation
 13. Field Day (This event is sponsored by out PE faculty but we historically have volunteers to serve freezer pops)

3. Schedule regular/as needed exec. board meetings.

4. Check the mail daily and sort it to all relevant parties.

5. Work with the Principal to make sure teachers have access/information on procedures for teacher grant reimbursement and assist the Treasurer in maintaining teacher grant/field trip payment requests and forms.

6. Work with the Principal, 5th grade team, and fundraising chairperson, and the treasurer on all items related to 5th grade camp. Including but not limited to: obtaining a copy of any contracts, records, fundraising goals/plans, etc.
7. Regularly check in with board members and chairpersons to assist in timeline goals for committees and events.
8. Manage all account user names and passwords, including but not limited to: banking, website, google email accounts, granting organizations, and more. Please reach out to the previous president for a list.
9. Create and log regular meeting agendas. Reporting these in advance of meeting to the Secretary for release.
10. Work closely with the Fundraising chairperson to set dates and support any fundraising events.
11. Work in the community at large to build relationships in support of grants, fundraising, and a strong sense of community.
12. Supervise the storage of PTO goods/supplies including but not limited to:
 1. The PTO storage closet and its contents including: decorations, reusable games/ event items (for example the International Night display boards, Fall Fest reusable games, frames for auction items, and more).
 2. The File Cabinet and it's access to board members
 3. Printer/Paper/Toner
 4. Snack safe storage including tubs/refrigerator.
 5. T-shirt inventory
 6. Google Drive digital files and records.
 7. The storage and keeping of organizational records and documents.
13. Oversee the completion of all necessary licenses and regulatory items for the organization including but not limited to: The LARA registration each year, assisting the treasurer in filing annual taxes.