



# Gurnee School District 56 PTO

## Executive Board Job Descriptions

Last revised May 2014  
Gurnee School District PTO Executive Board

### **President:**

#### **Board:**

- ✓ Member of the Executive Board, General Board and general membership.

#### **Requirements:**

- ✓ Except in extenuating circumstances this individual will have served as a Vice-President or other PTO Board position during a previous school year.
- ✓ Must commit to fulfill the duties of president during one school year.

#### **Duties:**

- ✓ Preside at all PTO meetings of the Executive Board and General Board.
- ✓ Serve in an ex-officio capacity on any PTO committee.
- ✓ Work with the school district office to establish a calendar of events and meeting dates for the coming school year.
- ✓ Communicate the calendar to the PTO Secretary and all committee chairs. Reserve building space as needed for board meetings.
- ✓ Maintain a current list of officers, standing committee chairpersons, and standing committee members for the school year. Provide a copy to each General Board member, principals, and district administrative staff.
- ✓ Collect, update and distribute the PTO Board and Committee Binders each spring for the next school year. Include updated committee job descriptions in coordination with the Executive Board.

- ✓ Prepare, revise and distribute PTO communications to all school district families.
- ✓ Coordinate review of the bylaws and schedule necessary revisions as needed.
- ✓ Serve as an authorized principle of the PTO bank accounts.
- ✓ Can serve in an ex-officio capacity on the PTO Executive Board for the school year following the PTO Presidency term.
- ✓ Actively promote fundraising initiatives and PTO sponsored events internally and externally.
- ✓ Serve as a resource to fundraising committee chairs, providing strategic counsel and support as needed.
- ✓ Serve as a resource to fundraising committee chairs, providing strategic counsel and support as needed.
- ✓ Establish realistic fundraising goals that balance financial need with desire.

**Term Limits:**

- ✓ Per Bylaws

**Vice-President (1 VP for each school building):**

**Board:**

- ✓ Member of the Executive Board, General Board and general membership.

**Requirements:**

- ✓ Must commit to fulfill the duties of Vice-President during one school.

**Duties:**

- ✓ Preside over meetings of the Executive Board, General Board, and general membership in absence of the President.
- ✓ Provide the President with Chairperson Reports each month, or as needed. Collect End of Event (EOY) reports and binders.
- ✓ Meet with the president before start of school year to decide which Chairs you will be the Exec Contact for the following



year. You and the President will work closely to advise & support your assigned Chairs throughout the year.

- ✓ Collect, prepare and redistribute the PTO Committee Binders each spring for the next school year. Include an updated version of the committee job descriptions in coordination with the Executive Board.
- ✓ Prepare New Board packets to facilitate transfer of duties from outgoing to incoming Executive and General Board Members.
- ✓ Be available for special assignments as deemed necessary by the President.
- ✓ Actively promote fundraising initiatives internally and externally.
- ✓ Routinely communicate with your school principal regarding any requests, changes, PTO events and functions sponsored by the PTO.
- ✓ Maintain School PTO Bulletin Board / Display Case.
- ✓ Coordinate with various PTO committee chairs to publicize their upcoming activities.
- ✓ Provide PTO information / articles for your school newsletters, as required.
- ✓ Manage the Fall Luncheon (Nov. Conferences) for your school, per direction of PTO Board and School Administrators.
- ✓ Manage PTO sponsored Teacher Appreciation Activities, including the Teacher Appreciation Lunch, per direction of PTO Board and School Administrators.
- ✓ Check the School PTO mailbox periodically. Recycle junk mail. Forward anything that needs to be. Do not remove any sign-up sheets or fundraiser money that someone else is organizing unless you are asked to do so.
- ✓ Answer PTO related questions from parents or staff.
- ✓ Look for volunteers!
- ✓ Be prepared to help out at PTO fundraiser and PTO / School events.
- ✓ Distribute PTO flyers and other information to your school as required. When possible distribute information electronically and in both English and Spanish.
- ✓ Be an advocate for the PTO and your school!

## **Term Limits:**

- ✓ Per Bylaws

## **Treasurer:**

### **Board:**

Member of the Executive Board, General Board and general membership

### **Requirements:**

- ✓ Must have working knowledge of accounting methodology and use of financial software.

### **Duties:**

- ✓ Attend meetings of the Executive and General Boards.
- ✓ Receive and distribute all the monies of the PTO and maintain an accurate record of the receipts and expenditures.
- ✓ Submit to the accountant all documents necessary for required federal and state tax forms.
- ✓ Recommend monthly budget adjustments, monitor budget's performance, and highlight any areas of potential financial liability or opportunity to the board in an ongoing fashion.
- ✓ Make deposits of collected funds and make authorized disbursements of funds.
- ✓ Oversee money collection and accounting at the all major fundraising events.
- ✓ Oversee reporting by individual fundraising chairpersons to the General Board at scheduled meetings.
- ✓ Along with the Executive Board, prepare the next year's budget for approval by the General Board.
- ✓ Notify the IRS of any changes or amendments made to the PTO Articles of Incorporation or bylaws.
- ✓ This position is the budget manager for Bank Accounts, Bank Fees PTO Reserves from the past, PTO Reserves to the Future, and Community Service.
- ✓ Ensure that committee chairs are aware of both budget income and expense needs for the PTO's yearly budget.
- ✓ Meet with fundraising distributors/suppliers as needed.



- ✓ Supervise all fund-generating programs and report on their performance to both the Executive Board and General Board.
- ✓ With the President, serve as a resource to fundraising committee chairs, providing strategic counsel and support as needed.
- ✓ With the President, establish realistic fundraising goals that balance financial need with desire.
- ✓ Ensure that funds are directed toward student-driven programs that the general membership understands and values.
- ✓ Serve as the primary contact for corporate level discussions with community partners.
- ✓ Actively promote fundraising initiatives internally and externally.
- ✓ Complete and file, with the Illinois Secretary of State, Change of Officer Forms as required.
- ✓ Maintain Tax Exempt Status Renewal
- ✓ File, with the Secretary of State, NFPCAF Form and Fees
- ✓ File Illinois Charitable Organization Annual Report A6990-IL

#### **Term Limits:**

- ✓ Per Bylaws

#### **Secretary:**

##### **Board:**

Member of the Executive Board, General Board and general membership

##### **Requirements:**

- ✓ Must have computer and technology skills to fulfill this job.
- ✓ Must have adequate skills to organize and maintain a database or spreadsheet of volunteer names and email addresses.
- ✓ Must be meticulous about correct dates, proper spelling and grammar

##### **Duties:**

- ✓ Attend PTO Executive and General Board meetings.
- ✓ Keep an accurate record of all meetings of the Executive Board, General Board, and General Membership.

- ✓ Provide copies of meeting minutes for the President, the Principals, all board members and all staff members via PTO website.
- ✓ Send approved minutes to the PTO so they can be posted on the PTO website.
- ✓ Keep a list of all motions passed during every meeting. Type and date that list at the end of the fiscal year.
- ✓ Create and keep an accurate record of attendance of members at General Board meetings.
- ✓ Receive and send correspondence on behalf of the PTO as deemed necessary by the President (i.e. Thank Yous).
- ✓ Share an update of recent correspondence (written or electronic) at each Executive and General Board meeting.
- ✓ Use PTO letterhead and / or Logo on Paper and Electronic communication
- ✓ Send PTO reminders for upcoming deadlines and events as needed
- ✓ Maintain, revise and coordinate an ongoing database of email addresses for members and volunteers (including 1X volunteers) - distribution to committee chairs as needed.
- ✓ Maintain the PTO website with current and accurate information about PTO programs and events.
- ✓ Respond to communications received via the website (or direct to the appropriate other PTO officer).
- ✓ Share an update of recent correspondence at each Executive and General Board meeting via written or electronically.
- ✓ Collaborate with district technology staff on the use of tools, network and server access, and software licenses needed to maintain the site within School District guidelines.
- ✓ Follow school district guidelines when posting on the PTO website.
- ✓ Maintain all PTO electronic files, databases and email accounts
- ✓ Supervise a Volunteer table at PTO events, as required.

### **Term Limits:**

- ✓ Per Bylaws