



Leadership • Scholarship • Service

LPA PTO POSITION DESCRIPTIONS

President-preside over the meeting of the organization, executive board, and board of directors, serve as the primary contact for the principal, represent the organization at meeting outside of the organization, serve as an ex officio member of all committees except the nominating committee, appoint special committees and committee members, establish a climate in which all members feel welcome to participate and coordinate the work of all the officers and committees so that the purpose of the organization is serve, represent the PTO or appoint another to represent the PTO at appropriate meetings or functions, prepare for a smooth transition from year to year by studying and distributing to appropriate officers or committee chairpersons information and material secured from previous officers, and perform such other duties as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive board.

(OPEN) 1st Co-Vice President-assist the President and carry out the President's duties in his/her absence or inability to serve, serve as a member of the fundraising committee, and perform such other duties as may be prescribed in these bylaws r assigned to him/her by the organization or by the executive board.

(OPEN) 2nd Co-Vice President-Assist the President and Vice-President's duties in his/her absence or inability to serve, serve as a member of the fundraising committee, and perform such other duties as may be prescribed in these bylaws r assigned to him/her by the organization or by the executive board.

(OPEN) Secretary-secure meeting locations and send notice of meeting to the membership; prepare meeting agendas, Keep all records of the organization, take and record minutes, transcribe minutes in a timely basis and disburse them to membership, keep all records of the organization, keep a copy of the minutes book, bylaws, membership list and any other necessary supplies to bring to meetings, handle correspondence and perform such other duties as stated in the bylaws or assigned to him/her by the organization or by the executive board.

(OPEN) Assistant Secretary-carry out the Secretary's duties in his or her absence or inability to serve and perform such other as may be prescribed in these bylaws or assigned to him/her by the organization or by the executive board.

(OPEN) Treasurer- receive all funds of the organization and deposit all money in the name of and to the credit of the LPA PTO in such depositories as shall be designated by the Board of Directors,

make deposits on a timely basis and keep copies of bank deposit slips, make withdrawals, keep accurate record of receipts, expenditures, and disbursements, reimburse or provide monetary advances with appropriate written documentation and pay out funds with approval from the executive board. Present a financial statement at every board meeting, make full report at the end of the year.

(OPEN) Communications Chair-Obtain support by creating necessary committees or subcommittees, create monthly newsletter through EdBacker, Maintain PTO page on LPA website, maintain Facebook page, responsible for advertisement of PTO sponsored fundraisers and events through web, email, flyers, posters, newsletter, text message, etc.

Parliamentarian- know bylaws of the LPA PTO and be able to advise members of these bylaws, know Robert's Rules of Order and be able to advise members of these rules, review and know the agenda before all board, general and special meetings, effectively manage all board, general and special meetings, advise the president during all board, general and special meetings as needed, maintain order during all board, general and special meetings, assure that all members are treated fairly (ensures equality for all), work with Nominating Committee to facilitate a fair and just election and be available to advise all Committee Chairs of LPA PTO bylaws.

Nomination Chair-Obtain support by creating necessary committees or subcommittees, recruit members according to bylaws to hold Executive Offices and Committee Chairs, Present slate of qualified candidates to the board for approval and to the general membership for a vote.

(OPEN) Membership Chair- Obtain support by creating necessary committees or subcommittees, recruit members according to bylaws to hold Executive Offices and Committee Chairs, Present slate of qualified candidates to the board for approval and to the general membership for a vote.

(OPEN) Room Parent Chair- Obtain support by creating necessary committee or subcommittees, maintain contact with teachers, assigns room parents at teacher request, organize classroom volunteers for class and PTO sponsored events.

Virtual Store Manager- Manage virtual store's website, develop and disseminate marketing material to promote virtual store items, track receipt-to-delivery of orders placed, coordinate production and shipment of goods from manufacturer to shipping destination, engage team members to assist with product handling and distribution to customers, Disperse profits to PTO treasurer and provide accounting summary.

(OPEN) Fundraising Chair- establish annual fundraising goals in connection with the board, research and develop annual fund raisers, obtain support by creating necessary committees or subcommittees, maintain contact with subcommittee heads to provide support, report committee progress to board, current subcommittees:

- Book fair
- Box tops
- Candy and snacks
- Cookie dough
- Uniform patches

