

Rolling Green PTO Board Job Descriptions

President or Co-Presidents

- Facilitate PTO member meetings
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- Generate minutes for PTO Board meetings
- Communicate/Coordinate PTO activities with school Principal
- Coordinate with other Board members to monitor PTO projects/activities

Vice President of Finance

- Generate and present report on the PTO budget as well as actual income and expenditures at each PTO member meeting
- Assist in discussions as to the impact on the PTO's financial condition from motions for fundraisers or expenditures
- Track/document PTO expenses and income
- Process Requests for Funds and Reimbursement Requests
- Order classroom materials (where teachers are using PTO classroom materials funds)
- Reconcile funds to balances reported by our fiduciary agent, the Urbandale Community School District
- Update and maintain Rolling Green PTO reimbursement and disbursement forms and procedures
- Follow procedures set by the Urbandale School District for depositing money and requesting checks
- The Vice President of Finance would need access to a computer with a printer and a fax machine. The duties could require between 2 and 8 hours each week (outside of PTO meetings).

Vice President (7-8 positions)

- Attend monthly PTO Board meetings
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- Act as Board liaison for 2 or more PTO projects. Examples include Restaurant Nights, Reading Club, Birthday Club, Pancake Breakfast, Book Fair, website, newsletter, yearbook, Popcorn Thursdays, Carnival, teacher/staff appreciation, entertainment books, playground equipment, Artist in Residence, Original Artworks, meeting secretary, new parent activities/material, apparel sales, and labels/Boxtops.

TAKEN FROM THE PTO BYLAWS:

Article V (B) – OFFICERS AND ELECTIONS

Officers, hereby known as the Executive Team of this Organization, shall consist of a President and at least 2 Vice Presidents up to maximum of ten members on the Team. The President position may be co-chaired. All Executive Team members shall serve for one year with the intent that one of the vice-presidents will fill the presidency in the subsequent year. There will be an election of officers held during the month of April each year. If only one person is nominated for any office, it shall be in order that the president cast the elective ballot of the Organization for the nominee. Officers will assume the official duties on August 1st and shall serve for a term of one year. A person may not serve more than two consecutive terms in the role of president. Vice-presidents may not serve more than two consecutive terms over their specific duties (they may, however, change to a new vice-president role). Officer term lengths may be extended if voted on and approved by the Executive Team and parents. In the event that there is a vacancy in the office of the presidency prior to the ending of the president's term, one of the vice-presidents will fill the vacancy and a new vice-president will be appointed. The committee chairpersons of the Organization will be appointed by the Executive Team.