



# Description of Positions



## Executive Positions:

Officers required to attend both General and Executive Meeting held monthly. All Executive Positions are Year-round and on-going.

**President**

- Serve as Leader and key contact for PTO including staff, administration and committees
- Preside at ALL PTO meetings
- Coordinate the work of officers & committees so that the PTO's objectives can be met

**Secretary**

- Keep the minutes at ALL PTO General & Executive Board Meetings
- Maintain the book of records
- Assist President with PTO calendar events, corresponding with sponsors and event vendors
- Must be present for ALL PTO Events

**Treasurer**

- Be responsible for and have custody of funds and make disbursements as properly authorized
- Prepare financial reports for each meeting and ad-hoc as needed
- Assure that PTO policies and best practices are followed with regards to funds
- Prepare books for annual audit
- Must be present for ALL PTO Events where money is collected

**Communications**

- Maintain ongoing social media platforms
- Oversee website updates and publicity for events
- Communicate PTO needs weekly with school secretary
- Must be present for ALL PTO Events

**Activities**

- Plans and coordinates, along with committee members, school events including, but not limited to: Pumpkin Lighting, Boo Hoo Breakfast, Pastries with Parents, etc.
- Lead committees for each event
- Must be present for ALL PTO Events

**Fundraising**

- Plan and coordinate with fundraising efforts including: Fall/Spring Fundraisers, Centennial Step It Up, FUN Friday, and merchant reward programs
- Must be present for ALL PTO Events

**Hospitality**

- Plan and coordinates school events e.g. Teacher Back to School Breakfast, Boo Hoo Breakfast, conference luncheons, Teacher Appreciation Weeks, etc.
- Leads committees for each event
- Must be present for ALL PTO Events



## Additional Positions:

Coordinator positions are required to attend General Meeting held each month. Committees convene as needed.

**Spirit Gear Coordinator**

- Help with Design of school gear (i.e. t-shirts, etc.)
- Coordinate ordering and distributing through online orders and/or cart sales

**Effort: 3-4hrs /mo.**

**FUN Friday Coordinator (Two Members)**

- Includes donut and pencil sales before or after school
- Setup & Takedown

**Effort: 1hr/mo.**

**Pumpkin Lighting Committee**

- Volunteers to plan and execute Centennial's Pumpkin Lighting event

**Effort: Seasonal Aug-Oct**

**Class Representative**

- Be at all PTO General Meetings
- Be a liaison for your classroom teacher
- Volunteer or help coordinate volunteers for PTO events

**Effort: Year-round**

**Teacher Store Coordinator**

- Organize store inventory for the teacher store and keep track of *Cardinal Cash* earned for each teacher
- Open store once a month and fulfill orders

**Effort: 3-4hrs/mo.**

**Volunteer Coordinator**

- Assist with organizing volunteers for PTO events (e.g. Book Fair)
- Meet with Centennial VP of Activities & Librarian to coordinate volunteer sign-up

**Effort: Year-round, seasonal**

**Decorating Committee**

- Help decorate for all the fun events that happen at Centennial. **Effort: Seasonal, depending on events**

**Future Engineers Coordinator**

- Organize monthly stem activities for parent volunteers
- Make sure supplies replenished each month **Effort: Year-round, 3-4hrs/mo.**