



## Grayhawk Elementary PTO Executive Board Positions

The Executive Board is made up of Executive Officers, Executive Chairs, Principal, Vice Principal (if applicable) and Teacher Representatives as defined in Article III of the Grayhawk Bylaws. Pursuant to Article III, Sections 1 & 2 of the Grayhawk PTO Bylaws, below is a description of Executive Officer and Executive Chair roles.

### **Executive Officers:**

#### President

- Directs and oversees the PTO as well as Officers and committees. The President works with administration, staff, and the school community with the goal of enhancing the educational opportunities of the students of Grayhawk Elementary School. The President is also a member of the School Council which meets on a monthly basis.

#### Vice President

- Works closely with the President, may serve as Board Liaison and/or Committee Chair to Think Tank Committee, Chairs the Nominating Committee, and assists in the annual review of bylaws. The Vice President will also assist in monitoring the PTO and Room Parent Treasurers through a checks and balance system of their accounts.

#### Secretary

- Will be responsible for recording the minutes of all meetings of the organization and of the Executive Board, and will post same, along with meeting agendas, on the PTO bulletin board and PTO website. Further, the Secretary will be responsible for all official correspondence of the organization, as well as the maintenance of amendments to these bylaws. Copies of all agendas, minutes, correspondence and likewise shall be maintained in a chronological, precise and timely manner by the Secretary in the Grayhawk PTO office files and will be handed over to each successor (files should include both digital and print). The Secretary will also act as Parliamentarian and ensure adherence to Bylaws.

#### Treasurer

- Will have custodial responsibility of all funds of the organization and related money; and,
- Keep full and accurate accounting of the receipts and expenditures in accordance to GAAP (Generally Accepted Accounting Principles); and,
- Make disbursements according to, and limited by, the approved budget;
- Make disbursements as authorized by the President and/or the Executive Board; and,
- Present a report at every meeting of the organization, the Executive Board and at other times when requested by the Executive Board; and,
- Make a full report at the year-end General meeting; and,

- Be responsible for the maintenance of all accounts and records.
- In conjunction with other Officers, prepare a budget for the coming fiscal year, which is to be submitted to a vote of the membership of the organization at the year-end General Meeting.

#### Room Parent Treasurer

- Works with staff, Home Room Parents Liaison and Executive Board to maintain all classroom accounts. Responsible for maintaining individual class accounts for the Home Room Parents. Maintains financial records, donated funds, deposits, reimbursements and all other financial data associated with individual classroom accounts.

#### **Executive Chairs:**

##### VP Communications

- Oversees all forms of social media/communication tools such as: maintaining and updating website daily/weekly, send e-news out weekly, update FB, Instagram, Twitter, Marquee, bulletin boards, marketing, front office TV and general volunteer coordinator/sign up genius.

##### VP Dad's Club

- Acts as a representative of the interests of the club's members and works with the purpose of coordinating, organizing and supporting both PTO and Independent Dads Club activities and events.

##### VP Events

- Provides oversight on all large PTO events such as; Welcome Back Social, BINGO night, Book Fairs, Fall Fest, Lynx Laps, Auction. In doing so they support event chairs helping them navigate events. Make sure all events have a facility form, AM announcement form, work with communications and final debrief of event.

##### VP Hospitality

- Provides oversight, working with VP Events, to ensure all food and drink related items are properly addressed for PTO events. Coordinate with event chair for food at the Welcome Back Social and Teacher Appreciation Week; coordinate teacher dinners at conferences (2x/year); oversee Dining Out and Friday Treats committee chairs.

##### VP Room Parent Coordinator

- Coordinate, design, and manage room parent program including all PTO activities and information with room parents and oversee Teacher Appreciation Week. Works closely with room parent treasurer.

##### UPC Rep

- Attend monthly United Parent Council Meeting (UPC), report UPC information to school and PTO board at PTO meetings, identify an alternate representative to attend meetings when UPC rep cannot.