

## Officer and Committee Chair Descriptions

### Elected Officers

**President:** The President shall preside at all the meetings of the organization of the Executive board; shall appoint chairpersons for each committee; shall be a member, ex-officio, of all committees; shall sign checks in the absence of the Treasurer in compliance with bank regulations; and shall perform all other duties usually pertaining to this office. The President will also provide a monthly newsletter to all families. President will decide all tie votes.

**Vice President:** The Vice President shall act as aid to the President and shall perform the duties of the President in the absence of that office, in case of inability or the resignation of the President, shall inform all members in advance of upcoming meetings, and assume any responsibilities necessary for this office. The position of Vice President is intended for the preparation for President elect; however, this is not a mandatory requirement.

**Treasurer:** The Treasurer shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; shall pay-out funds as authorized by the organization; shall present a statement of account at every meeting and other times when requested by the Executive board; shall make a full report at the first and last meeting of the school year; shall sign all checks with compliance with bank regulations; shall prepare for financial records for audit monthly; shall be a member; ex-officio, of all committees.

**Recording Secretary:** The Recording Secretary shall keep a current record of all executive board meetings, general meetings, and any communication between the board members regarding PTO business. A copy of these minutes shall be given to the President. A copy will be placed in the PTO minutes file, located in the PTO mailbox, to provide access to all PTO members who wish to review or copy these minutes. These minutes will be passed on as written folder or as a computer file (if possible) to the successive Recording Secretary.

**Corresponding Secretary:** The Corresponding Secretary shall be responsible for the communication of information from the executive board, this includes sending thank-you notes to people who have helped with various events and fundraisers, attending PTO meetings and voting on various issues. Also, informing school personnel of upcoming events to post on the PTO board, school calendar, GLS web page and PTO dates; distribute PTO newsletter; inform various news media about upcoming PTO events and work with committee chairperson(s) to assist in promotion of any upcoming events.

### Committee Chairperson(s)

Remember, these are COMMITTEES – there should be other volunteers to help!

**Box Tops:** Raise awareness about how to earn with Box Tops; Communicate the school's earnings progress; Motivate families to participate with goals and contests; Organize and submit all the Box Tops collected by the school to earn cash to purchase items for Grass Lake School.

**Labels for Education:** Raise awareness about how to earn with Labels for Education; Promote collection goals; Motivate families to participate with goals and contests; Organize and submit all Labels for Education collected by the school to redeem for FREE educational merchandise for Grass Lake School.

**Market Day:** Promote and encourage support from families; Be present on monthly delivery date; Organize orders by family (items are already pre-packaged); Contact customers by phone 20 minutes prior to pick-up window end time if they have not arrived; Offer carry-out assistance; Obtain customer payment if not already paid online

**Spirit Wear:** Manage vendor relationship; Select items to offer based on feedback from GLS community; Coordinate with Corresponding Secretary to promote; Depending on vendor, items should be promoted 1-2 times during the school year (a minimum order may apply); Provide feedback at monthly PTO meetings on participation

**Concessions:** Communicate with GLS Athletics to obtain schedule for home games; Obtain volunteers to work the door for admission(s), as well as for the selling of food/drink; Coordinate with Treasurer for delivery of cash box. PTO has traditionally worked concessions for the Girls Volleyball and Boys Basketball home games.

**Fundraising (Incl. Fall/Spring; Family Events):** Organize approved PTO fundraising activity; Coordinate with Corresponding Secretary to promote fundraiser; Manage all communication/paperwork related to vendors if utilized; Provide feedback on participation levels, funds raised, etc at the next monthly PTO meeting.

**Breakfast with Santa:** This is one of the most popular PTO events and is our biggest fundraiser. Overall planning begins in September. Time commitments will vary depending on assigned role. Descriptions related to the roles noted below can be available upon request.

- Craft Show
- Secret Shop Store
- Auction/Raffles
- Decoration/Photos
- Breakfast