

Rockton #140 PTO

Open Executive Board Descriptions

Thank you for your interest in an executive board position with the Rockton #140 PTO! This is to help you understand the duties and responsibilities of the position(s) that you are interested in. If you have questions or would like more details on any position, please contact us at PTO@rockton140.org

To be eligible for any executive position, you must be the parent/guardian of a child in the Rockton #140 School District or be a teacher currently employed by the Rockton #140 School District. If you are elected, your two-year term will start immediately and will expire in May 2019, at which point you may be re-elected through the same election process provided your eligibility is still in good standing for the following year.

Treasurer (2 Year Term)

The Treasurer must be an organized and a responsible member of the board that is good with numbers and has excellent record keeping skills to keep track of all incoming and outgoing financial needs of the PTO. This person should have good communication skills and be available for monthly board meetings. Average time commitment varies between 1-5 hours per week depending on the events happening within the organization. Specific responsibilities include:

- Keep accurate account of receipts and expenditures
- Expend money in accordance with the budget, keeping careful track of how much is left in each line item
- Issue checks, reimbursements, and pay bills in a timely manner and keep accurate records outgoing funds
- Prepare deposits (stamp checks, copy checks, record transactions, count money)
- Make weekly bank runs as necessary (possibly more during Fun Run collection time)
- Keep track of monthly bank statements and balance the checkbook and accounts
- Keep track of PayPal and Amazon Business accounts
- Keep track of all incoming checks that are returned and communicate with the issuers to make sure that payment and collection of any outstanding fees are done in a timely manner
- Prepare a monthly financial report for PTO meetings
- Compile a year-end financial statement detailing expenditures for the entire year (July-June)
- Work with the President, Vice President and hired accounting company to prepare taxes in the fall of each year

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Director of Fundraising (2 Year Term)

The Director of Fundraising should be a dynamic and ambitious member of the board that has great ideas to help raise funds and collect donations through event planning and fundraising programs. This person should have good communication skills and be available for monthly board meetings. Average time commitment varies between 2-3 hours per week depending on the events happening within the position.

Specific responsibilities include:

- Communicating on a regular basis with committee and event chairs for fundraising programs
- In some cases, chairing a fundraising event or program if a committee or event chair has not been appointed
- Work closely with the Treasurer and Fun Run Committee Chairperson to count and keep accurate records of money coming in during Fun Run money collection time (October)
- Prepare a monthly Fundraising report for PTO meetings
- Work with Box Tops, Labels for Education, and Tyson Labels coordinators to make sure that items are submitted in a timely fashion
- Organize and facilitate a quarterly Box Top contest for homeroom classes at each school
- Communicate with the Treasurer to keep track of eScrips (Schnucks Rewards) and market the program throughout the year to encourage families to sign-up
- Work with the Treasurer and Yearbook Coordinator(s) to keep organize the sales of the RGS and WPES yearbooks
- Come up with new fundraising ideas and programs such as additional restaurant nights, etc.
- Events typically under the Fundraising responsibilities are Fun Run, Holiday Shoppe, Buffalo Wild Wings Night, and the Rockford IceHogs Rockton PTO Night.
- Note: The Rockton PTO does not run door to door sales of any items or programs for the safety of our students and families.

Director of Public Relations (2 Year Term)

The Director of Public Relations should be a creative and self-motivating member of the board that has experience with marketing and/or design layout. This person should have good communication skills and be available for monthly board meetings. Average time commitment varies between 1-2 hours per week depending on the events happening within the position. Specific responsibilities include:

- Create a monthly digital newsletter that will be delivered by the District with the digital flyers.

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- Create a quarterly printed newsletter that will be copied and delivered via student take home folders.
- Create flyers for committees when asked for help with design and layout.
- Communicate with all board members and committee chairs in order to gather information in a timely manner for newsletters.
- Co-manage the PTO social media outlets with the President to inform District families of upcoming events and needs.
- Oversee the updating of the PTO bulletin boards in each school, making sure that they are updated monthly (or weekly when the needs arise).
- Monitor the PTO website linked to the District website and notify the President of information updates that are needed.
- Help to copy newsletters and flyers (when needed) for distribution to District families.
- Communicate with the President to get flyers and newsletters approved by the District before distributing via paper flyer or digitally.

Volunteer Coordinator (2 Year Term)

The Volunteer Coordinator should be a friendly and outgoing member of the board that contacts volunteers and keeps their information organized throughout the year. This person should be comfortable making phone calls to volunteers and be available for monthly board meetings. Average time commitment varies between 2-3 hours per month depending on the events happening within the position. Specific responsibilities include:

- Communicating with event and committee chairs to find out their needs
- Emailing and making phone calls to volunteers to fill needs of events and programs
- Creating and keeping a record of volunteers in a database or spreadsheet
- Maintaining and updating the volunteer website through signup.com for PTO events and programs
- Prepare a monthly Volunteer report for PTO meetings
- Create and keep track of volunteer sign-up sheet at the beginning of the school year

Parent Representative (2 Year Term)

The Parent Representatives (one per school) should be connected and thoughtful members of the board that communicate with other parents, teachers, staff, and students at their assigned school to find out what

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specific needs and ideas are coming from that particular group of people. These people should be comfortable listening to ideas and working with all types of people and be available for monthly board meetings. Average time commitment varies between 2-3 hours per month depending on the events happening within the position. Specific responsibilities include:

- Talking to parents and students at various events to get an idea of what events and programs would work best for the students and staff in their assigned school
- Organizing and keeping track of ideas and conversations in writing to relay that information to the correct people within the PTO
- Follow up with people on their ideas, questions, and concerns or relay this information to the PTO board in a timely manner
- Encourage parents to attend monthly PTO meetings
- Prepare a monthly Parent Representative report for PTO meetings