

# McGraw PTSO

## Job Description

### **PRESIDENT**

**Bylaws description:** The duties of the President shall be to preside at PTSO general meetings and BOD meetings, organize business items to be discussed and formally represent the PTSO membership and its officers.

**Primary responsibilities:**

- Lead the Executive Committee, Board of Directors and General Membership meetings and provide input for decisions.
- Organize and delegate responsibilities to volunteers for PTSO activities and Board of Director members as appropriate and necessary.
- Give final review of “Back to School” information.
- Help formulate the PTSO long-range planning, including but not limited to, budget planning and PTSO calendar planning.
- Be an ambassador for the PTSO Board of Directors and McGraw IB World School.
- Prepare report of activities for Board of Directors meetings.
- Serve as the PTSO liaison to the McGraw assembly coordinator.
- Collect and summarize “Funds Requests” for Board of Directors meetings.
- Follow up with staff to ensure they have purchased and received their “Funds Request” items.
- Speak to the McGraw staff annually regarding PTSO procedures and planning of funds.

# McGraw PTSO

## Job Description

### **VICE-PRESIDENT, FUNDRAISING**

**Bylaws description:** The Vice President, Fundraising is to act on behalf of the President in his/her absence and will assume the presidency should that office be vacated in midterm for any reason. The main responsibility of the Vice-President, Fundraising, is the oversight of all fundraising efforts including any family event associated with the direct donation campaign. Oversight can be in the form of chairing a fundraising committee or being the liaison to other committee chairs handling fundraising. Activities may include, but are not limited to, the direct donation campaign and passive fundraisers. The Vice President – Fundraising shall also fulfill such other responsibilities as may be assigned to him/her by the President.

**Primary responsibilities:**

- Assist the President
  - o Lead meetings in his/her absence
  - o Accept delegated responsibilities
  - o In case of midterm vacancy in the office of the President, the Vice President – Fundraising, shall take over the President’s duties, until an election is held, as per the bylaws.
- Participate in the Executive Committee, Board of Directors and General Membership meetings and provide input for decisions.
- Oversee all fundraising activities, including but not limited to Direct Donation campaign, Box Tops for Education, restaurant nights, milk caps, and any other passive fundraiser.
- Serve as chair or liaison for fundraising committees.
- Responsible for contacting and working with volunteers to form committees to perform the chosen fundraising activities, as appropriate and necessary and to be available to help those committees.
- Oversee fundraising selection, planning and evaluation.
- Help formulate the PTSO long-range planning, including, but not limited to, budget planning and PTSO calendar planning.
- Be an ambassador for the PTSO Board of Directors and McGraw IB World School.
- Prepare report of activities for Board of Director meetings.

# McGraw PTSO

## Job Description

### **VICE-PRESIDENT, EVENTS**

**Bylaws description:** The duties of the 1<sup>st</sup> Vice President – Community Building are to act as a liaison to the chairs of all non-fundraising events and positions including, but not limited to, staff appreciation events and family social events.

**Primary responsibilities:**

- The Vice-President, Events, will oversee all social activities, including but not limited to International Evening, Movie Night, Teacher Appreciation Week, 5<sup>th</sup> Grade Graduation, Muffins with Moms, Donuts with Dads and any other social activities.
- Serve as chair or liaison for any event committees.
- Serve as point-person for McGraw spirit wear orders.
- Serve as head of PTSO teacher appreciation efforts, including, but not limited to, fall welcome back to school teacher luncheon, monthly teacher appreciation lunch or snack, and teacher appreciation week.
- Help formulate the PTSO long-range planning, including, but not limited to, budget planning and PTSO calendar planning.
- Be an ambassador for the PTSO Board of Directors and McGraw IB World School.
- Prepare report of activities for Board of Director meetings.
- Participate in the Executive Committee, Board of Directors and General Membership meetings and provide input for decisions.

# McGraw PTSO

## Job Description

### **SECRETARY**

**Bylaws description:** The duties of the Secretary are to record and keep minutes of all PTSO meetings and to prepare and distribute the annual McGraw student directory. He/she shall provide a copy of minutes to all members at the next general or BOD meeting, send all minutes to the McGraw webmaster, write summaries of minutes for the newsletter and prepare correspondence initiated by the BOD.

**Primary responsibilities:**

- Gather agenda items for Executive Meetings, Board of Director Meetings and General Membership meetings.
- Post agendas, online and on the bulletin board, one week prior to meeting.
- Keep minutes and type up minutes, posting these online and on the bulletin board.
- Notify board members of meetings and distribute minutes to members.
- Send summary of meetings to the newsletter editor.
- Prepare and distribute annual McGraw student directory.
- Maintain topical information on the PTSO bulletin board.
- Lead preparation of Back to School information packets.
- Prepare all correspondence from the PTSO to the members of the McGraw general membership.
- Prepare and file annual official documents to be submitted to the Secretary of State.
- Insuring compliance with organization bylaws, rules and policies and following Roberts Rules of Order.
- Responsible for maintaining the authoritative copies of all bylaws, rules and policies and other official documents of the PTSO.
- Updating the website and website calendar.
- Responsible for correspondence initiated through the PTSO email account, including but not limited to incoming and outgoing emails.
- Maintaining Conflict of Interest policy form and updating on a yearly basis by September 30<sup>th</sup>.
- Help formulate the PTSO long-range planning, including but not limited to, budget planning and PTSO calendar planning.
- Be an ambassador for the PTSO Board of Directors and McGraw IB World School.
- Prepare report of activities for Board of Director meetings.

- Convey information to staff and Office Manager regarding Funds Request approval.

## McGraw PTSO

### Job Description

### **TREASURER**

**Bylaws description:** The duties of the Treasurer include receiving and safeguarding all PTSO funds; making monthly reports to the BOD regarding the financial affairs of the PTSO; and making disbursements as authorized by the executive committee, the BOD, or the general membership. He/she shall maintain those records of the income, expenditures, assets and liabilities of the PTSO as well as any other document required by local, state, or federal entities. The Treasurer will provide, at each meeting, a report on the last month's financial activity as well as the year-to-date activity as well as the year-to-date activity in relation to the budget.

**Primary responsibilities:**

- Assure compliance with policies and procedures, approved by the Board of Directors to ensure appropriate controls and safe keeping of assets.
- Assure that the appropriate checks and balances, as approved by the Board of Directors, is in place for all PTSO monetary activities; including but not limited to:
  - o Fundraisers
  - o Events
  - o Merchandise sales
- Present annual balanced budget.
- Prepare checks for approved expenditures presented through invoices from 3<sup>rd</sup> parties or reimbursement requests.
- Assure that all funds received in PTSO sponsored activities are properly processed.
- Assure that Board of Directors receives monthly balance sheet, income and expense report and year to date activity related to the budget.
- Administer bank account by coordinating new account set-up at the bank, update signature card annually or as needed, ensure appropriate funds in checking and savings accounts.
- Administer the Guaranty Bank Account by updating authorized signer on account.
- Maintain up to date records for primary checking account, nature center account & savings account on Quickbooks including monthly reconciliations.
- Work with the Office Manager to make purchases for approved funds requests with appropriate parties. Work with McGraw administrators to reimburse school funds directly when purchases are made through the school accounts for fund request items.
- Provide petty cash funds for events and fundraisers as deemed necessary and in the denominations requested by the event coordinator.
- Represent McGraw PTSO when authorized by the Board of Directors in financial transaction and inquiries.

- File annual Form 990-N with the IRS.