

KHALSA SCHOOL PTO – ROLES AND RESPONSIBILITIES

President

Time Commitment - 2-4 hours per week

Your busiest time of the year will be in August, September and February.

Responsibilities:

- Attend all Monthly PTO Meetings
- Check the PTO email account and ensure that all emails receive a reply in a timely manner.
- Check the PTO mail folder
- Oversight of PTO objectives, including fundraising and community building events
- Approve monthly agenda and facilitate monthly meetings.
- Submit a PTO update for the school monthly newsletter and add PTO events and meetings to the newsletter calendar
- Collaborate with the school administration to plan the annual school PTO events calendar
- Collaborate with the Communications Coordinator to prepare a welcome email for all parents sent in mid-August, including a summary of the PTO calendar and an introduction of all PTO Officers and their roles
- Speak at All-Parent Evening to encourage participation in PTO meetings and events
- Collaborate with communications coordinator to send reminder emails prior to each PTO meeting and event
- Collaborate with Treasurer to create annual PTO budget and review monthly financial statements prior to each PTO meeting
- Collaborate with school administration to plan a smooth transition for the incoming board members at the end of each school year
- Maintain Khalsa PTO Guidebook to pass on to future PTO President

KHALSA SCHOOL PTO – ROLES AND RESPONSIBILITIES

Vice-President

Time Commitment - 1-2 hours per week

Your busiest time of the year will be in August and September.

Responsibilities:

- Attend all Monthly PTO Meetings
- Support President's duties as needed
- Oversee and cultivate new PTO initiatives
- Support monthly PTO meetings by organizing sign-in sheets, coordinating food and childcare, and assisting with any clean up needed after meetings

KHALSA SCHOOL PTO – ROLES AND RESPONSIBILITIES

Secretary

Time Commitment - 2-4 hours per month

Your busiest time will be immediately following each monthly meeting.

Responsibilities:

- Attend all monthly PTO meetings
- Take minutes at monthly meetings and distribute meeting minutes to the PTO President and school administration
- Maintain files of all PTO meeting agendas and minutes
- Set-up phone/video conference calls
- File Annual Report (each Sept/Oct) and Officer Change Form (each May) with AZ Corporation Commission
- Ensure the PTO is in good standing with the AZ Corporation Commission as a registered non-profit.

KHALSA SCHOOL PTO – ROLES AND RESPONSIBILITIES

Treasurer

Time Commitment - 4-5 hours per month

Your busiest time will be in July, October and March each year.

Responsibilities:

- Attend all monthly PTO meetings
- Collaborate with the PTO President to generate the annual PTO budget in July
- Prepare and present budget report for each PTO monthly meeting
- Monitor adherence to approved PTO budget
- Purchasing
- Place classroom orders for each teacher or prepare reimbursements for orders placed by teachers
- Pay bills and process other reimbursements as required
- Distribute a monthly summary of classroom budgets to each teacher
- Record deposits and expenditures in QuickBooks, and provide monthly financial statements for review
- Prepare and submit the annual tax return form 990N Federal for 501c3

KHALSA SCHOOL PTO – ROLES AND RESPONSIBILITIES

Communications Coordinator

Time Commitment - 4-6 hours per month

Your busiest time will be leading up to PTO Events, especially in Sept., Dec., and Feb. preparing for the PTO Mixer and Spring Carnival.

Responsibilities:

- Attend all Monthly PTO Meetings
- Draft email messages for distribution to all parents
- Ensure PTO meetings and events are updated on the PTO website, school website, and Facebook
- Manage the content of the PTO Facebook page
- Work with events/fundraiser coordinators to create and distribute fliers and other communications materials
- Manage and distribute the Spring Carnival donation request mailer (December)

KHALSA SCHOOL PTO – ROLES AND RESPONSIBILITIES

Event Coordinator

Time Commitment - 4-8 hours per month

Your busiest time will be in Sept./Oct. and Feb./March each year (PTO Mixer and Spring Carnival).

Responsibilities:

- Attend all Monthly PTO Meetings

- Recruit and coordinate the planning committees for:
 - Family Events (Dine-Outs, Enchanted Island, Holiday Program dessert reception, Winter Hike, Spring Carnival, End-of-Year Picnic)
 - Parent Events (Parent Mixers, PTO Fall Mixer)

- Recruit parent volunteers for the Spring Carnival, distribute volunteer schedules and coordinate volunteer check-in on-site

- Coordinate all logistics to ensure a successful event

- Reserve park/building space and permitting for events

- Reserve rental equipment for events

- Work with the Communications Coordinator to deliver event details to parents and school administration

- Collaborate with Treasurer and event committees to ensure costs are within the approved budget

- Work with Treasurer to ensure funds from ticket sales and silent auction donations are collected and accounted for

- Seek donations of food, entertainment, supplies, etc. in order to have a minimal PTO out-of-pocket expense

KHALSA SCHOOL PTO – ROLES AND RESPONSIBILITIES

Fundraising Coordinator

Time Commitment - 4-8 hours per month

Your busiest time is Sept./Oct. and Feb./March each year (PTO Mixer and Spring Carnival).

Responsibilities:

- Attend all Monthly PTO Meetings
- Research options for school spirit merchandise (t-shirts, water bottle straps, hats, mugs, etc.) and present for discussion at monthly PTO meetings
- Consider selling community products around the holidays (ex. Khalsa Salsa)
- Coordinate merchandise sales online using e-commerce platform?
- Coordinate sales of Holiday Program DVD's
- Manage inventory of Spring Carnival merchandise (such as prizes, raffle tickets, etc.)
- Coordinate sales of School Year Books
- Collect Box Tops from each campus and send in for reimbursement
- Provide fundraiser details to the Communications Coordinator along with a schedule of fliers and emails to be distributed to parents
- Work with the Treasurer to ensure funds are accounted for from merchandise sales
- Manage and seek out Vendor Partners: Amazon Smiles, Mighty Nest, Target and Safeway fundraisers

KHALSA SCHOOL PTO – ROLES AND RESPONSIBILITIES

Committee Volunteers:

- Dine Out Committee – 4 volunteers
busiest times: monthly in Sept., Nov., Jan., Feb., April and May

- Silent Auction Committee – 4 volunteers
busiest times: Sept./Oct. and Jan.-March

- PTO Mixer Committee - 3 volunteers needed
busiest times: Sept./Oct.

- Spring Carnival Committee – 6 volunteers
busiest times: Jan., Feb. and March

- Year Book Committee – 2 volunteers
busiest times: April and May

- Parent-Teacher Liason?
busiest times: Personally contact each teacher once a month