

PTO Executive Board Descriptions

Times below do not include monthly meetings that last about 1.5 hours and presence at PTO and School Events.

Presidents' Responsibilities Lighthouse/Beacon Cove PTO

Hours per week: 10-20 (more at beginning of school year and during events)

Overview

The role of the Presidents is to lead and support the Executive Board in order to successfully run the organization. The presidents will communicate with the principals and school staff to maintain a positive relationship between the school and the organization. At least one president should try to be at all school events. The presidents should be comfortable with public speaking in front of large groups of people.

Teacher Gift Fund

The presidents along with the treasurers will be responsible for monitoring the Teacher Gift Fund including ordering items, managing money spent and communicating with teachers.

Communication with School and Parents

The presidents will communicate with the principals of both schools as well as other members of the school community (ex. Data processor, secretary, treasurer, etc.) They will also communicate with general members of the PTO through social media posts and emails.

Google Drive Management and Set-up

The presidents will organize and manage the Google Admin. Account set up by the organization. This entails adding and deleting new and old members of the board, organizing the calendar and adding items as needed.

Oversee Event Planning and Events

With the support of the VP's of Events, the presidents will help plan events put on by the PTO (Fun Fair, Sweetheart Dance and Boys Night Out).

Social Media and Website Management

The presidents will either appoint committee members to manage the PTO's social media accounts and the Wix Website or they will be responsible for doing so themselves. This includes posting of events and announcements on social media and updating the website calendar, online store and organizing ticket sales for events.

Executive Board Meetings and General Meetings

The president will be responsible for creating the agenda for all PTO meetings (including Executive Board and General meetings). During the meetings, the presidents will manage the timing and structure of the meeting.

**Treasurers' Responsibilities
Lighthouse/Beacon Cove PTO**

Hours per week: 5 - 10 (more at the beginning of school year and during events)

Overview

The role of the Treasurers is to supervise and manage the finances of the PTO. The Treasurers are signers on the bank account and have responsibility for recording the day to day monetary transactions of the PTO. The treasurers are members of the PTO Executive Board.

General Accounting

The Treasurers are the custodians of the PTO funds and are responsible for maintaining updated records for all PTO accounts. The books and accounts of the organization shall be kept in accordance with generally accepted accounting principles and procedures. The Treasurers will collaborate with the Presidents and/or a finance committee to create a PTO budget and forecast (for approval by the membership annually).

Financial Reporting

The Treasurers will present a short report at each board meeting to cover the key financials. They are responsible for filing the annual federal tax form and the annual report with the state of Florida on a timely basis and may retain an accountant to prepare and file those. The Treasurers will prepare an end of the year financial statement to submit to the Executive Board. This accounting statement will be made available to the general public and will be on file with other important PTO records. The Treasurers will provide a financial report to both schools by September 30th each calendar year for district reporting.

Teacher Gift Fund

The treasurers along with the presidents will be responsible for monitoring the Teacher Gift Fund including ordering items, managing money spent and communicating with teachers.

Management of Money

The Treasurers will manage the finances by depositing inbound donations & contributions and making timely payments when needed. They will input all information into the accounting software that the PTO uses and save all receipts on Google Drive. The Treasurers manage the cash at all large PTO events by collecting, counting and depositing it at the bank. The Treasurers will monitor online sales through the PTO website and record weekly payouts by category in the accounting software (uniforms,

events, etc.). The Treasurers will also maintain the credit card machines, making sure they are in working order for any live event. The Treasurers will make recommendations and suggestions to the Executive Board on additional money management best practices & fiscal responsibility strategies.

VP's of Events' Responsibilities
Lighthouse/Beacon Cove PTO
Hours per week: 5 (more during events)

Overview

The role of the VP's of Events is to oversee creative and strategic decision making on confirmed PTO events and work to generate ideas for new events. The VP's of Events will evaluate past events...Determine an events strategy for the PTO: e.g. *Purpose, Profit, Plan, People*. The VP's of Events will try to attend PTO events when available.

Point of Contact for Large Events such as Fun Fair, Boys Night Out and Sweetheart Dance

Work with the PTO Presidents and Treasurers to build contracts with the venue: determine budget, pricing, build a committee and assign tasks for these events.

Work with Administration at both schools to get approval on events and event promotions/marketing.

Communicate with general members about the event regarding ideas about the events.

Coordinate with Volunteer Coordinators for any outreach and event staff needs/event committees/chairpersons.

Oversee/Collaborate with Dine for Cash Coordinator on schedule, promotional materials, administration approval

Oversee Teacher Treats / Holiday TSAW / TSAW – build committee/assign tasks.

Work with entire board on each event:

- **Fun Fair** – Oversee internal event elements like Teacher Experience Auction, “spin art”, Selling of any good/food/stuff for PTO profit, Relaxation tent, decorating, etc.
- **Sweetheart Dance:** Oversee internal event elements like dessert, decoration, prizes for prize drawings.
- **Boys Night Out:** Oversee internal event elements like dessert, decoration, prizes for prize drawings.

VP's of Fundraising Responsibilities

Lighthouse/Beacon Cove PTO

Hours per week: 3 - 8

Overview

The role of the VP's of Fundraising is to manage and sell our PTO inventory throughout the school year. A considerable amount of our funds come from our shirt sales at both schools. This consists of filling daily orders, setting up and selling tees at our school events, partnering with school staff on special orders, partnering with VP's of Events for special event tees, partnering with the Treasurers and Presidents for approval of funds and ordering.

Expectations

- Conduct a full inventory twice a year, update all information in our Wix system.
- Understanding of inventory flow, buying, pricing, selling.
- Ability to lift heavy bins and racks for set up at school functions.
- Availability at the beginning of the school (July and August) year when we are busiest filling orders.
- Compliance of all school rules and safety measures - this role involves being at both campuses each week.
- Knowledge of popular colors and trends amongst our students.
- Being present at school events to sell shirts in person (ex. Kindergarten and 3rd Grade Kick-Offs, Meet the Teacher, Curriculum Nights)

Birthday Marquee Boards

- Monitor sales on Wix system of birthday marquees sold at both schools.
- Change the birthday marquee boards in a timely manner.

Secretaries' Responsibilities

Lighthouse/Beacon Cove PTO

Hours per week: 5

Overview

The role of the Secretaries is to take meeting minutes at each meeting as well as communicate with the general members of the PTO through email, website and social media. The Secretaries will try to attend PTO events when available.

Meeting Minutes

During each Executive Board Meeting and General Membership meeting, the secretaries will be responsible for taking minutes of that meeting. Before the first meeting, we will look at some examples of a format for how the minutes will be taken. After minutes are approved they will be signed by the Presidents and Secretaries. Copies of signed minutes, meeting agendas, and financial reports will be

printed and placed into PTO binders in the front office of both Lighthouse Elementary School and Beacon Cove Intermediate School. All signed minutes will be scanned and saved into the PTO Drive.

Monthly PTO newsletter (sent electronically and pre-approved by principals)

Before the first of each month, the secretaries will be responsible for creating a PTO Update email for that month and sending it to the principals for review. Once approved, this newsletter can be sent through the room parents or sent via Parent Link by the principals.

Social Media Postings and Creation of Canvas (optional)

If comfortable with this, the secretaries will be responsible for creating event Canvas and then posting them to social media and our website.

Business Partner Coordinators' Responsibilities

Lighthouse/Beacon Cove PTO

Hours per week: 3-5 (more in the beginning of the year and around time of events)

Overview

The role of the Business Partner Coordinators is to find, manage and coordinate with local businesses that want to donate money to our schools in exchange for recognition. The Business Partner Coordinators manage these relationships throughout the year.

General Management

Once identified, the Business Partner Coordinators will ensure all proper paperwork is executed by the local business. This includes the PTO Business Partner Agreement, the Palm Beach School District Form 1502 and then ensures payment is made to the PTO. The Business Partner Coordinators will maintain all records and spreadsheets. The Business Partner Coordinators will also obtain high quality logos for us to place on the website, for social media, for recognition in newsletters, etc.

During the school year, the Business Partner Coordinators will invite the local vendors to events that happen at the school where they can set up a table, provide information and giveaways, etc. The Business Partner Coordinators will also reach out throughout the year to see if the local business has any interest in sponsoring certain events. (Fun Fair, Sweetheart Dance, Boys Night Out, 5th grade dance, popsicles at Field Day, etc.)

Banners

At the Lighthouse level of sponsorship, the Business Partner will provide two 3x5 fence banners that you will hang at each school. The banners must be taken down in the event of severe wind conditions and safely stored at each school. All new banners must have the design approved by each principal.

Flyers

Each sponsor has at least one flyer that they can send home to each student in their take home folder throughout the school year (depending on their donation level). Each flyer must be approved by both principals prior to printing. Each flyer must include the Palm Beach School District disclaimer on at least one side. All flyers must be bundled for classroom distribution. The local business will drop the bundled flyers at each school and they will be placed in the teacher's mailboxes by the front office staff.

Volunteer Coordinators' Responsibilities

Lighthouse/Beacon Cove PTO

Hours per week: 3 - 5

Overview

The role of the Volunteer Coordinators is to bridge the relationship between the volunteers and the school. Below there is a breakdown of the main responsibilities. The Volunteer Coordinators will try to attend PTO events when available.

Volunteer Orientation and management of master lists:

At the beginning of the year, you will hold a Volunteer Orientation where you will go over the guidelines for volunteers and review possible volunteer opportunities throughout the year. People will fill out a google form with their information and which lists they would like to be included on. The lists will be organized by schools. We will share examples with you as it gets closer.

Sign-up Geniuses for Events

For many events, you will create a sign-up genius to help the schools find volunteers.

- Field Day
- Picture Day
- Sweetheart Dance
- Boys Night Out
- Fun Fair

Monthly Sign-up Geniuses

-For each school, there will be a monthly sign-up genius for things that occur daily like car line, cafeteria, etc.

Room Parent Communication

At the beginning of the year, you will send out a form for teachers to fill out as to who their room parent(s) will be for that year. At the beginning of the year, you can send the room parents an email with some suggestions as to what they will do for example, collect an optional gift fund, help the teachers with materials for events, etc.

Committee/Chair Opportunities

- Adopt-A-Class Committee
- Teacher and Staff Appreciation Week Committee
- Dine for Cash Committee
- Fun Fair Committee
- Sweetheart Dance Committee
- Technology/Website Development Chair
- Boys Night Out Committee Chair
- Social Media Chair