



# PTO BOARD AND COMMITTEE DESCRIPTIONS 2023-2024

## PTO Board Descriptions:

*All positions assist with school needs, especially on large events and fundraisers.*

**President:** Preside over all meetings of the PTO and coordinate the work of the officers and committees of the association to promote the purpose of the PTO. Communicate with Lemm staff, administration and parents.

**VP of Fundraising/Events:** Accountable for oversight of all fundraising programs, events and activities at the school. This position requires reaching out to and building relationships with commercial vendors. It is also a key role in major fundraising events such as the annual festival.

**Volunteer Coordinator:** Coordinate volunteers for PTO events and school activities. Collect a list of general volunteers at the beginning of the year and for special events. Assure that volunteer data is recorded and available to both the Board and teachers. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for events. Will work with the Grade Level Coordinator.

**Treasurer:** Manage the financial records of the PTO including writing checks, making deposits and generating financial status reports for the PTO Board and General meetings.

**Secretary:** Take minutes at all PTO Board and General meetings and keep records of attendance. Help maintain records in PTO google drive.

**Hospitality/Staff Appreciation Coordinators:** Organize Teacher and Staff Appreciation events. Create sign-ups that will be emailed/posted on PTO social media sites. No serving required, just setup/take down.

**Grade Level Coordinator:** Will work with the Volunteer Coordinator to communicate with class representatives for class parties throughout the year.

**Media Specialist:** Job would entail maintaining Lemm PTO Website, PTO Facebook, Twitter, and Remind page as well as doing graphics and flyers for our events

**Photographer:** Will help document all PTO events throughout the year.

**Community Outreach Coordinators:** Will work within the Community to find local and corporate sponsors..

## Committee Chair Descriptions:

**Fall Festival** – Assist board members in planning, decorating, and working the annual Fall Festival in October/November. Time commitment is August – November.

**Talent Show** – Assist board members in the planning, decorating, and working the annual Talent Show in February. Time commitment is November through February.

**Staff Appreciation** – Assist Hospitality Coordinator with monthly Teacher Appreciation Luncheons, desserts, etc. and Teacher Appreciation Week in May. Year long commitment.

**Family Events** – Assist VP of Fundraising/Events to plan & facilitate each event. Work with a committee to decorate for each event. Work each event. Time commitment depending on when events are scheduled.

**Walk-a-thon** – Assist in the planning, decorating, and execution of the annual Walk-a-thon held in March. Time commitment is January through the end of March.

**Spirit Events** – Assist in passing out flyers for weekly folders for any scheduled Lemm Spirit Events. Year long commitment but time commitment varies.