

PRINCE OF PEACE PTO Board Elections

Listed below are the Prince of Peace PTO Board positions that are open for the 2010-2011 school year. A brief description of the duties for each position is also included.

Questions on any of these positions may be directed to the current PTO Board members; their contact information is listed in the school handbook/calendar and on the school web site.

Vice-President

- Preside over and conduct the Board Meeting in the absence of the President.
- Preside over committees organizing events for the general meetings and school committees that are not associated with fundraising efforts.
- Preside over committees organizing events for general membership meetings.
- Attend any School Board Meetings in the absence of the President.
- Assist the President in any way deemed necessary by the President.
- The Vice President will succeed the President during the following school year. The Vice President for the 2010-2011 school year will be the President for the 2011-2012 year. The year following, s/he will fill the Past President role on the Board.

Assistant Fundraising Chairperson

- Assist the Fundraising Chairman in any capacity deemed necessary.
- Train under the Fundraising Chairman for the purpose of assuming the position of Fundraising Chairman the following year.
- This individual will serve a two-year term: one as Assistant and one as Fundraising Chairperson.

Recording Secretary

- Attend all PTO Board Meetings and record the minutes of said meetings.
- E-mail a copy of the minutes to each Board Member prior to each scheduled meeting. Minutes from the previous month shall also be distributed at each meeting.
- Keep all minutes as a history of the meetings as well as reference for changes to the bylaws.
- Keep attendance records for each meeting.
- Participate as a member of the Bylaw Committee.
- A binder of all minutes from the Recording Secretary's term shall be presented for historical documentation.
- The Recording Secretary will serve a 1 year term.

Corresponding Secretary

- Responsible for all appropriate correspondence from the PTO Board, including but not limited to, thank you notes.
- Responsible for recording the minutes of each Board Meeting in the absence of the Recording Secretary.
- The Corresponding Secretary will serve a 1 year term.

Assistant Treasurer

- Responsible for keeping specific records, including but not limited to, membership roster, details of fundraising events, and receipts of paid bills.
- Responsible for keeping records on designated computer programs.
- Attend all fundraising events and reconcile all monies with the Treasurer within 96 hours of the event.
- The Assistant Treasurer will move to the Treasurer position after a 1 year term.

Public Relations

- Responsible for the promotion of all PTO activities.
- Responsible for promoting all school fundraisers in various publications within our community.
- Responsible for placing information concerning the school in the church bulletin, the *One Voice*, and any other community publications determined by the Board.
 - these articles shall be provided weekly when applicable.
 - these articles shall include staff interviews, pictures and any other pertinent material.
- Work with the various committees in any capacity necessary for promotional purposes, such as banners, etc.
- Coordinate the school/PTO table at the Parish Ministries Fair.
- The Public Relations Coordinator will serve a 1 year term.

Parliamentarian

- Responsible for knowledge of *Robert's Rules of Order* parliamentary procedures.
- Attend all meetings and ensure the meeting is conducted in the proper manner.
- Advise the President on parliamentary procedure when necessary.
- The Parliamentarian will serve a 1 year term.

Historian

- Responsible for keeping a history of all PTO activities.
- Obtain photographs of all school events and compile a scrapbook of such events to be used at various PTO activities.
- The Historian will serve a 1 year term.

Assistant Volunteer Coordinator

- Assist the Volunteer Coordinator with all applicable duties outlined in the Volunteer Coordinator's duties.

- Train under the Volunteer Coordinator and transition into the role of Volunteer Coordinator for the following year.
- The Assistant Volunteer Coordinator will serve a two year term: one year as Assistant and one year as Volunteer Coordinator.

Social Chair

- Plan social activities for Prince of Peace School families with the intention of encouraging fellowship and community among our families.
- The Social Chair will serve a one-year term.

The positions of President, Treasurer, Fundraising Chairperson and Volunteer Coordinator will be filled by succession of the current Vice President and Assistant Treasurer, Assistant Fundraising Chairperson and Assistant Volunteer Coordinator. For reference, the following are the duties for each of those positions and the individuals who will hold the position during the 2010-2011 school year:

President – Michael Kingsmore

- Preside over and conduct all PTO meetings.
- Provide Board Members with an agenda at all scheduled Board Meetings.
- Appoint special committees and committee chairs as necessary.
- Call special Board Meetings if deemed necessary.
- Attend all Prince of Peace School Advisory Board Meetings.
- Submit the PTO article to *The Dove* on a monthly basis.
- This position involves a 2-year commitment to the PTO Board: 1 year as President, and 1 year as Past President.

Treasurer – Stacey Craig

- Responsible for all monies collected for the PTO.
- Work with fundraising chairs and committee chairs to establish budgets for each fundraising even.
- Make deposits and disburse funds voted on by the Board.
- Manage all accounts set up by the PTO with the exception of accounts designated by the Board.
- Responsible for maintaining all paid receipts. Said receipts shall be retained by the Treasurer for 7 years for auditing purposes.
- Provide a detailed report of all monies at each Board Meeting, consisting of, but not limited to, account balances, monies disbursed, and deposits made.
- Attend all fundraising events. All monies collected shall be reconciled by the Treasurer and Assistant Treasure before leaving the event.
- Make deposits of fundraising monies on a timely basis as designated by the Board.
- Keep copies of itemized deposit slips.
- Reconcile bank statement with the account each month.
- Responsible for collecting any funds due to the PTO, including those from checks not payable due to insufficient funds.

- The Treasurer will serve a 1 year term.

Fundraising Chairperson – Jennifer Eicher

- Preside over all fundraising committees, assisting these committees with any additional needs (including establishing a budget for each event, and a project plan for each event in accordance with the Fundraising Guidelines)
- Hold responsibility for any assigned fundraising accounts and their receipts until dispersed to the PTO Treasurer.
- The Fundraising Chairperson will serve a 1 year term.

Volunteer Coordinator – Brooke Bach

- Responsible for coordinating volunteers for all Prince of Peace School activities sponsored by the PTO.
- Compile and distribute volunteer sign-up sheets to appropriate committee chairs.
- The Volunteer Coordinator will serve a 1 year term.