

QCMS 5th & 6th Grade PTO

Executive Board & Committee Positions

President: Shall preside over all meetings, coordinate and oversee the work of the officers and committee chairpersons to ensure alignment with the organizations objectives. Shall be fair with all board members, delegate responsibilities, and offer assistance. Signs all orders and vouchers. Meet with the Principal to discuss any upcoming activities and plans and seek approval. Coordinate the calendar for the PTO. Schedule meetings, distribute materials received to the appropriate officers, consult with officers and chairpersons before events to ensure everyone is working together. President is authorized to sign the checks of the organization and do any banking deposits.

Vice President: Assume responsibility for duties designated by the President. Represent the President in his/her absence or upon request. If temporarily representing the President, the Vice President must immediately report to the President any new business. To help and assist the Fund Raising Chairperson to organize any up coming fund raising activities.

Secretary: Keep records and notes of each board meeting and general meeting. Handle official correspondence as directed by the President. Do agendas for the board meetings and the general meetings as directed by the President.

Treasurer: Shall have custody of all financial records and PTO funds, shall maintain current records, shall submit monthly financial report to the board, shall submit quarterly financial report for the PTO bulletin board, shall close out all fund raisers, during fund raisers the treasurer shall collect moneys daily and keep track of daily sales for the board, give an end of the year financial report, be one of the officers authorized to sign the checks of the organization, and do any banking deposits.

Fund Raising Chairperson: Shall be responsible for organizing all board approved PTO fundraising events. Shall work with and keep the President informed, shall work with the Treasurer and keep the Treasurer informed on any and all financing information, and shall instruct the Vice President of his/her duties during that fund raising activities.

Publicity Chairperson: Produce all flyers for upcoming PTO meetings and oversee the dispersal to students or parents. Shall handle advertising for upcoming events such as flyers and posters, all PTO information for the school paper, and the local newspaper, assist the President in any donation & appreciation letters.

Book Fair Chairperson: Shall oversee the organizing of two book fairs per year. Work with and keep the President and Librarian informed, organize the volunteers, set-up the book fair, do the wish lists for teachers, Librarian, and Principal, pack books and get them ready for pick up. Coordinate activities with the Treasurer to ensure safe handling of funds collected.

Teacher Appreciation Chairperson: This person shall be in charge of birthday cards, Christmas cards and any other special occasion for all teachers and staff. Be in charge of appreciation dinners during conferences or any other time, and shall help to organize some kind of "thank you" from the PTO at the end of the year to all parents that volunteered during the school year.

Yearbook Chairperson: Shall take, oversee, and submit pictures to the Board for the yearbook; oversee the organizing, layout, and printing of the yearbook; submit the final yearbook to the Principal for approval; work with Publicity Chairperson to advertise the yearbook; work with the Treasurer on sales; oversee the distribution of the yearbooks.

Incentive Committee Chairperson: Shall act as a liaison between the Incentive Committee and the PTO. Will solicit support from businesses and private individuals to provide the contents of the QCMS student store. Will work with Principal and teachers to create and define the yearly goals of the Incentive Committee. All funds donated to the Incentive Committee will go to the general PTO fund but will be earmarked for distribution in support of this committee.

Webmaster: Maintain the PTO website. Keep all pages updated with correct information, such as the Calendar and Events pages. Post meeting minutes and PTO newsletters.

Grant Writing Chairperson: Search out grant opportunities. Present grant opportunities to the principal and submit paperwork necessary to procure grants.