

# PTO Board Roles and Responsibilities

## **PRESIDENT**

Meeting Planning

Oversees all committees

Principal and Teacher meetings and contacts

Public Relations

Teacher Appreciation/Secretary  
Appreciation

## **1<sup>ST</sup> VICE PRESIDENT**

Assemblies

Christmas Sharing

Directory

Earth Day

Family Nights/Social Gatherings

Field Day

Rainbows

Santa's Workshop

Spiritwear

Yearbook

6<sup>th</sup> Grade Recognition

## **2<sup>ND</sup> VICE PRESIDENT**

Entertainment Books

Fun Fair

Market Day

Main Fundraiser

No Cook Nights

Something for Nothing

Campbell's Soup Label, Box Tops, Target,  
Meijer's, Jewel Shop and Share, Shop for  
Stratford, E-scrip

## **SECRETARY**

Meeting Minutes

Donations-Gifts-Cards

Letters-Miscellaneous

Calendar and Newsletter

Teacher Appreciation (with presidents)

## **TREASURER**

Accounts Receivable and Payable

Bank Deposits and Balancing

Financial Reports

File 990 EZ Tax Return