

# PTO Executive Board Positions and Overview of Responsibilities

## ***President:***

Facilitate PTO board meetings/create Agenda  
Proof weekly newsletter  
Write weekly messenger email/send to office  
Administrator of McCormick Facebook page  
PTO mail  
Assist VP with all activities,  
Create PTO calendar  
Reserve building for events/fill out Building Usage forms/Custodian forms  
Kindergarten Open House  
Open House  
Meet with Principal on PTO matters  
Manage closet/shed  
McCormick Fest responsibilities – fill out and file necessary paperwork, oversee and aide all VP's in planning and implementing all areas of McCormickFest 5K and festival.  
Assist VP's on all activities. Run PTO meetings. Act as PTO liason for McCormick staff and Extended Day.

## ***Vice Presidents (4 positions available; all VP positions support each other and work as a team):***

### **Fundraising Vice President:**

Scholastic Book Fair  
McFamily Fun Events  
Spirit Wear  
Community Rewards Programs  
Consignment Sale  
McCormickFest responsibilities - Student Fundraising, Assembly, Prize distribution  
Assisting the chair with event details, creating sign-up genius, help finding volunteers, help at the events, clean up/organize materials in closet after the event, count money after event if applicable. VP will also attend monthly board meetings.

### **Social Events Vice President:**

Welcome event if they occur  
Father Daughter Dance  
Mother Son Dance  
Talent Show  
6th grade recognition  
Field Day  
McCormickFest responsibilities - Festival  
Assisting the chair with event details, creating sign-up genius, help finding volunteers, help

at the events, clean up/organize materials in closet after the event, count money after event if applicable, judge at talent show auditions. VP will also attend monthly board meetings.

**Academic Enrichment Vice President:**

Assemblies

After School Enrichment

Friends of the Library

Student Incentive such as PBIS

McCocoa Night

McCulture Night

McMath Night

McEarth Day

McCormickFest responsibilities – Registration, shirts, Spirit Week, Help with Student Fundraising

Assisting the chair with event details, creating sign-up genius, help finding volunteers, help at the events, clean up/organize materials in closet after the event, count money after event if applicable. VP will also attend monthly board meetings.

**Community Connections Vice President:**

Community Outreach

Green Thumb

Hospitality

Conference Dinners

Scholarship Program

Staff Appreciation Lunch

Staff Appreciation Week

Sunshine Committee

Yearbook/Picture Days

Web Content

Staff Directory

Room Parent Organizer

Grade Level Shirts

McCormickFest responsibilities – Race

Assisting the chair with event details, creating sign-up genius, help finding volunteers, help at the events, clean up/organize materials in closet after the event, count money after event if applicable. VP will also attend monthly board meetings.

**Secretary:**

Record meeting minutes

Meeting Reminders

Newsletter

Sign up Genius for weekend backpack program

Lend support to other board members as needed

McCormickFest responsibilities – Publicity and Volunteers

Secretary attends monthly board meetings.

**Treasurer:**

Reconcile PTO bank account

Deposit/Write checks as needed

Manage Quickbooks  
Monthly Budget reports  
Manage PTO bank account  
Prepare Budget and keep up to date  
PTO taxes/1099's  
Change for events  
McCormickFest responsibilities- Food Truck Rally, Budget

***Assistant Treasurer:***

Get cash from bank for events  
Stock paper for PTO printing  
Mini grant program  
Assist Treasurer when needed  
After School Enrichments  
McCormickFest responsibilities – Running Club, Help with Corporate Sponsors  
Assistant Treasurer will also attend monthly board meetings

***Central Committee Delegate:***

Attend Milford Central Committee meetings every other month  
(Typically held the second Wednesday of the month at 9:30am and last 2-3 hours)  
Collect Feedback for Central Committee related to Superintendent Question  
Provide feedback/highlights from monthly meeting to PTO Board  
McCormickFest responsibilities – Corporate Sponsors  
Central Committee Rep will also attend monthly board meeting