

PTO Board Qualifications & Duties

Estimated time commitment does not include monthly PTO meetings.

President	4-6 hours/mo
<ul style="list-style-type: none">○ Shall have served on the Executive Board during the previous year.○ Prepare agendas and preside at all board/general member meetings.○ Oversee/offer assistance to all board members and ensure they adhere to the bylaws.○ Set PTO activities for the year, with the help of the Executive Board.○ Work with the Principal to ensure good communication between the Board and SRHS staff.○ Communicate to general membership, answer all questions that arise regarding the PTO.	
Vice President of Fundraising	1-2 hours/mo†
<ul style="list-style-type: none">○ Review & determine viability of fundraising activities.○ Manage approved fundraising activities and propose new ideas for board consideration.○ Oversee the Apparel Manager, or assume associated duties if position is not filled. <p>† Time commitment increases in the Summer/Fall to 4-6 hours/mo.</p>	
Vice President of Volunteer Coordination	3-4 hours/mo
<ul style="list-style-type: none">○ Maintain SRHS volunteer database in Better Impact; create volunteer badges.○ Disseminate District Volunteer Guidelines to volunteers.○ Coordinate with Administration all activities requiring volunteers; send out requests & reminders to volunteers who sign up.○ Oversee the Staff Appreciation Coordinator and the School Dance Representative, or assume associated duties if position(s) is not filled.	
Vice President of Marketing & Community Outreach	3-4 hours/mo
<ul style="list-style-type: none">○ Manage the PTO's presence on the PTO website and on approved social media platforms.○ Maintain and keep the PTO website updated.○ Develop communications for inclusion in the school's newsletter and on social media and propose new ideas to encourage PTO membership participation.○ Oversee the IT Support member, or assume associated duties if position is not filled.	
Secretary	1-2 hours/mo†
<ul style="list-style-type: none">○ Keep minutes from executive/general PTO meetings.○ Handle all official PTO written correspondence.○ Check for and distribute weekly mail received at SRHS.	
Treasurer	4-5 hours/mo
<ul style="list-style-type: none">○ Accounting experience & knowledge of 501(c)(3) rules preferred.○ Process and manage payments: check requests, bills, reimbursement requests, scholarship checks, etc.○ Reconcile bank accounts & complete journal entries, as needed.○ File monthly/quarterly/annual reports and pay associated fees (DBA, annual taxes, etc.)○ Review & renew annually insurance policies and subscriptions.○ Notify CPA when statements are ready for tax return preparation; file & pay annually.	
Co-Treasurer	4-5 hours/mo
<ul style="list-style-type: none">○ Collect and make deposits.○ Enter debit card receipts and Square transactions in QuickBooks.○ Review reconciliation reports prepared by the Treasurer.○ Run payroll, pay payroll taxes & file quarterly tax reports.○ Prepare budget reports and record liabilities; present at monthly board meetings.	
Member At Large	1-2 hours/mo
<ul style="list-style-type: none">○ Previously served on the SRHS PTO Board (not required, but preferred).○ Attend board/general member meetings.○ Serve as a liaison between the membership and the Board.○ Get input, provide feedback, and become a spokesperson for the membership and committee chairs.	

PTO Support Member Qualifications & Duties

Estimated time commitment does not include monthly PTO meetings.

Grad Night Committee Coordinator

1-2 hours/mo †

- Coordinate a safe and fun celebration for all Southridge High School graduates.
- Manage Grad Night budget & financial activities (ticket sales, fundraisers, donations, expenses, etc.) in cooperation with the SRHS PTO Board.
- Preside over Grad Night Committee meetings and coordinate committee heads.
- Coordinate & manage parent volunteers.
- Present a report to the PTO board at the monthly general meetings.

† Time commitment increases in the Spring to 6-8 hours/mo.

Apparel Manager

1-2 hours/mo †

- Under the direction of the VP of Fundraising, manage and order apparel for the Skymart store.
- Maintain inventory (sales/loss/damage).
- Propose new ideas for board consideration.
- Oversee apparel set-up, sales and close down at school events, as scheduled by the board.

† Time commitment increases in the Summer/Fall to 4-6 hours/mo.

Staff Appreciation Coordinator

3-4 hours/ea event

- Under the direction of the VP of Volunteer Coordination, organize at least three events to show appreciation to SRHS staff (i.e. Back to School Breakfast, Holiday Lunch and Staff Appreciation Lunch, End of Year Party).
- Oversee food donation sign-ups and parent volunteers at the staff appreciation events.
- Develop demonstrations of staff appreciation and propose new ideas for board consideration.

School Dance Representative

2-3 hours/ea dance

- Under the direction of the VP of Volunteer Coordination, provide water table service, coat check and chaperoning (if applicable) at all SRHS dances.
- Oversee parent volunteers at the dances.

IT Support

1-2 hours/mo

- Under the direction of VP of Marketing & Community Outreach, maintain the PTO website.
- Oversee website hosting and subscription services and propose modifications to the board, if needed.