

Luther J. Schilling PTO
2019 - 2020 Board Members Needed

Hello Schilling Families,

The Schilling PTO is looking for new Board Members to serve during the 2019-2020 school year.

The positions that will be VACANT as of June 30th, 2019 are President, Vice-President, Secretary, Treasurer, Fundraising Coordinator and Hospitality Coordinator. The backside of the letter has a brief description of each position's responsibilities.

If you are interested in running for a position, please submit a brief bio to L.J.SchillingPTO@gmail.com and your name will be added to the ballot for next school year.

If you have any questions regarding the PTO Board, please feel free to email us.

Please volunteer your time to make a difference in the lives of Schilling's students and staff and to positively impact Schilling School as a whole.

Thanks in advance for your time!
The Schilling PTO

PTO Mission Statement

The Luther J. Schilling PTO aims to establish a working relationship between parents, school and community, foster a closer connection between school and home by encouraging parent involvement, and provide volunteer and financial support to the school.



PTO Board Position Responsibilities

President

- Prepare agendas and preside at all PTO Meetings.
- Along with Treasurer, serve as authorized signatory of all PTO Checks.
- Execute decisions of the Executive Board.
- Coordinate the work of the officers and establish committees in order to ensure objectives are accomplished.
- Serve as primary contact for school administration.
- Oversee PPTO online system.
- Oversee all social media accounts.

Vice President

- Attend all PTO meetings.
- Perform duties of the President in his/her absence.
- Keep volunteer database and organize volunteering for school functions.
- Should the President be unable to complete his/her term, the Vice President would assume the office of President.

Secretary

- Attend all PTO meetings, record attendance and official minutes.
- Maintain and update all social media accounts.
- Maintain and update the PPTO System.
- Submit PTO news to virtual backpack and local news media.
- Monitor PTO email account and respond to questions / inquiries.

Treasurer

- Attend all PTO meetings.
- Serve as authorized signatory of all PTO checks.
- Present a current financial statement along with current bank statements at each PTO meeting.
- Ensure the PTOs tax return is filed yearly.
- Work with the Board to put together a yearly budget and present it at the beginning and end of each school year.

Fundraising Coordinator

- Attend all PTO meetings.
- Oversee all PTO Fundraisers.
- Assist in setting up and coordinating all fundraising meetings and distribute all necessary information.

Hospitality Coordinator

- Assist committee and board members with the organizing of food, drinks and treats at all PTO events.
- Coordinate treat days during the school year.
- Keep records of all expenditures and stay within budget.

Kindergarten Representative

- Attend all PTO Meetings. Communicate with President if unable to attend.
- Serve as a representative of the Kindergarten student population.
- Correspond with Kindergarten parents and bring ideas to the PTO Board.
- Assist with various fundraisers and PTO events throughout the school year.
- Parent of an incoming Kindergarten student.
- Along with the President and Treasurer, should the need arise, serve as an authorized signatory of all PTO checks