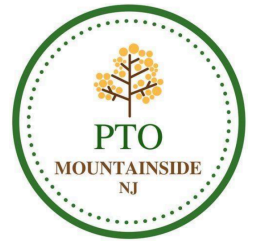


PTO EXECUTIVE BOARD POSITIONS

Open for 2024-2025 School Year



If you are interested, please email: jrocha15@gmail.com

BY: MARCH 1ST

Secretary (minimum 2 year term)

- Types up the agenda for the upcoming meeting with minutes from previous meeting.
- Emails the agenda out to all members 1 week prior to the meeting
- Takes minutes at the meeting.
- Sends reminders for monthly PTO board meetings including treasurer's report, minutes, and agendas
- Distributes building usage forms to all chair members
- Any other duties assigned by the President/EVP

Grades PK-2 VP (minimum 2 year term)

- Serves as liaison for grades PK-2 to coordinate field trips, payments with treasurer
- Assist with collecting PK-2 party money and contacting class parents, as needed.
- Coordinates and purchased ice pops for Beechwood Field Day
- Board liaison for assigned PTO events
- Any other duties assigned by the President/EVP

Grades 3-5 VP (minimum 2 year term)

- Serves as liaison for grades 3-5 to coordinate field trips, payments with treasurer
- Assist with collecting party money and contacting class parents for Grades 3-5.
- Coordinates and purchased ice pops for Field Day Grades 3-5
- Board liaison for assigned PTO events
- Plans the End of the Year Installation Dinner with the PK-2 VP
- Any other duties assigned by the President/EVP

Grades 6-8 VP (minimum 2 year term)

- Serves as liaison for grades 6-8 to coordinate field trips, payments with treasurer
- Assist with collecting party money and contacting class parents for Grades 6-8
- Coordinates and purchased ice pops for Field Day Grades 6-8
- Board liaison for assigned PTO events
- Assists and oversees committee chairs for 8th grade activities including money collection
- Any other duties assigned by the President/EVP