

FBMS PTO Board Positions – General Descriptions

These are general descriptions of each position that does not include all duties. Please contact the current person for more detailed information on duties and time involved.

President: Lead PTO Board meetings and General meetings; prepare agendas for each meeting; maintain a relationship with principal, faculty, staff and parents; appoints Parliamentarian position; prepare PTO calendar prior to start of school year.

1st Vice-President, Education: Manages and communicates with the Chairs of standing/special committees regarding education and teacher support.

- 1) Career Day - coordinate with the school and a variety of professionals on presentations to students
- 2) Facilities/Campus Beautification - committee that works to improve the physical campus
- 3) Fine Arts Liaison - works as liaison between PTO and school fine arts activities
- 4) Library - supports and fundraises for library
- 5) Teacher Appreciation - appreciation events for faculty

2nd Vice-President, Fundraising: Manages and communicates with the Chairs of standing/special committees regarding fundraising.

- 1) Auction - puts on annual auction fundraiser, which is the main PTO fundraiser
- 2) Boxtops - coordinates boxtops, Amazon Smile, and similar fundraising efforts
- 3) Dance - puts on dance during Homecoming week
- 4) Fall fundraiser - coordinates major fall fundraiser and student participation in same
- 5) Supper Club/Kona Ice - coordinates with restaurants to have monthly fundraising nights as well as Kona Ice for weekly sales
- 6) Tailgate - organizes Homecoming tailgate activity during which FBMS organizations have booths selling items and fun activities
- 7) T-shirts - sells t-shirts and other FBMS gear; operates school store and online pre-sales

3rd Vice-President, Communications: Manages and communicates with the Chairs of standing/special committees regarding membership, communication with parents and faculty, and other community-building efforts.

- 1) Color run - puts on annual FBMS color run in spring
- 2) Membership - sells memberships, maintain membership list
- 3) Newsletter - creates posts for PTO e-news and manages e-news subscriptions and publications
- 4) News/PR - works to publicize items of interest relating to FBMS
- 5) Service field trips - works with the school in organizing yearly service-related field trips
- 6) Social media - manages PTO social media sites such as Facebook page and groups
- 7) Website - manages PTO website
- 8) Yearbook - works with yearbook class to produce and sell FBMS yearbooks

Treasurer: Maintain bank account; pay bills and reimbursements as needed; update and present a written monthly report of the budget.

- 1) Finance - assists treasurer
- 2) Grants - coordinates faculty requests and awards PTO grants; assists in purchasing items when PTO grants awarded
- 3) Financial Reconciliation - committee that reconciles PTO financial records

Secretary: Record minutes of Board and General meeting; maintains correspondence; provide and maintain Sign-in Sheets at each meeting; distributes agendas and minutes to attendees at PTO meetings.

6th Grade, 7th Grade, & 8th Grade Representatives: Provide assistance in communicating PTO activities with parents in that grade level; assist school with grade-level communication, fundraising, and other activities; sponsor a “grade-level” booth at tailgate event in October.