

### **ABOUT THE Floyds Knobs PTO**

**The FKE Parent Teacher Organization is a 501c3 organization with a mission to provide support through the fall fund drive, easy fundraising and other volunteer efforts for the improvement and enhancement of Floyds Knobs Elementary School, including enhancing support to faculty and staff, communications, curricular and extracurricular programs, maintenance of the facility, parent services, school spirit and other related activities.**

**The FKE PTO Board members are expected to attend PTO regular monthly meetings and additionally, executive-planning sessions as needed.**

#### **PTO President**

1. Preside at all meetings of the FKE PTO
2. Act as ex-officio member of all committees except the Nomination Committee.
3. Serve as acting Treasurer if needed and assemble Officers for a fiscal budget planning meeting in May or June before beginning of next school year.
4. Work with treasurer to compile and file necessary tax form to State and Federal government.
5. Prepare a tentative agenda prior to meeting. Send appropriate parties, so to be included on the FKE PTO website.
6. Maintain a job binder to be given to successor. (See job binder duties)

#### **PTO Vice President**

1. Act as an aide to the President and shall perform the duties of the President in the absence of that officer.
2. Compile and keep a working file of volunteers for various events that have been supplied but data received at student registration or general PTO meetings. Be responsible for sharing this working file with At Large Program Directors and Committee Chairs.
3. Make copies of volunteer lists and distribute to appropriate chairperson.
4. Perform such other duties as may be delegated to the office of the Vice President.
5. Maintain a job binder to be given to successor. (see job binder for duties)

#### **PTO Secretary**

1. Keep accurate records of the meetings and attendance of the organization.
2. Prepare proofed minutes of the meeting for review and approval of the Officers no later than 7 days after the monthly meeting.
3. Maintain and compile bylaw changes to be sent to the appropriate government agency.
4. Maintain a job binder to be given to the successor. (see job binder for duties)

### PTO Treasurer

1. Personally receive and document all monies of the organization, be custodian of the funds of the organization, and deposit the funds in the depositories approved by the Officers.
2. Disburse the funds of the organization as directed by vote in the organization.
3. Present a monthly financial report (Balance sheet, up-dates budget and/or profit/loss statement) to Officers at members.
4. Adhere to written guidelines for all reimbursements, deposits, or management of funds.
5. Compile, file and sign annual IRS and IN DOR tax forms prior to the following fiscal year.
6. Organize a group consisting of the incoming president, outgoing president, incoming treasurer, and outgoing treasurer and an impartial member who will review and proof documents. If no outgoing officers, other members of the board may be in this group.
  - a. Prepare a cover letter with signature of all five (5) members of this group, which will be placed in the Officers binder and official tax binder.
7. Be available until tax forms are mailed to the state and federal governments.
8. Copy tax forms to be placed in storage.
9. Be available for 'public' viewing of tax forms by interested parties up to three (3) years. Appointments are mandatory and no less than two (2) officers (including treasurer) must be present with viewer. Treasurer will always keep a 2 to 1 ratio of officers to interested parties, and tax forms will not leave the room or be copied during viewing.
10. Perform other duties as may be delegated to the office of Treasurer.
11. Treasurer will remain an officer until July 15<sup>th</sup> each year to assist with the end of year taxes and training of incoming treasurer. New incoming treasurer will work alongside existing treasurer from June 1<sup>st</sup> to July 15<sup>th</sup>.

### At Large Program Director

1. Delegate, train and oversee chairpersons that have program events, which consist of any PTO sponsored events. (See diagram for details)
2. Be a liaison between committee chairperson and the board. Give monthly reports on progress and needs for committees.
3. Maintain a job binder to be given to successor. (See job binder for duties)

#### At Large Communications Director

1. Responsible for general communications with the membership and other communications as directed by the officers.
2. Maintain the FKE PTO official website and keep the site updated with current information for the members and the general public.
3. Manage the email system and social media platforms in use by the organization.
4. Use the website, email system, social media platforms, and other similar systems to communicate with members in a timely fashion.
5. Maintain the organizations accounts for web domain name, email, website, etc. and inform the treasurer if there are fees to be paid for these accounts.
6. Maintain a job binder to be given to successor.

#### At Large Hospitality Director

1. Delegate, train and oversee chairperson(s), including but not limited to: staff appreciation lunch, staff appreciation week, cougar cart, Artome, Kindergarten roundup, and hospitality needs for new student registration (open house). (see diagram of committees)
2. Prepare a final report given to the board on all hospitality events.
3. Maintain a job binder to be given to the successor. (see job binder for duties)

#### At Large Sponsorship Director

1. Create and maintain relationships with community businesses/corporations that are interested in supporting projects for FKE and the FKE PTO.
2. Communicate with officers and FKE administration on needs for corporate funds.
3. Maintain sponsorship board display in school
4. Maintain a job binder to be given to the successor. (see job binder duties)