

# Rosa Lee Carter Elementary School PTO Roles, Responsibilities and Expectations

## PURPOSE

The purpose of this document is to outline the key roles of the RLC PTO to include the Executive Board Members, Advisors, and standing Committee Chairs and identify their corresponding responsibilities. A set of expectations is also defined in which all key roles within this document need to abide and adhere.

## EXPECTATIONS OF ALL PTO ROLES

1. Ensure that the success of Rosa Lee Carter Elementary School is the highest priority.
2. Make all efforts to do the right thing for the school community.
3. Operate as a professional and well-organized team.
4. Operate within the policies and procedures of a non-profit organization with 501 c 3 status.
5. Be responsible and accountable for the work and tasks that you are assigned.
6. Be open to and respectful all team members' opinions and be willing to share and accept constructive feedback.
7. Respect that the individuals who hold these positions are in a volunteer capacity and that they have other responsibilities (e.g. work, family) outside of the PTO.
8. Represent RLC in a positive and professional light during PTO events and initiatives.
9. Participate in a knowledge transfer at the end of the term to ensure a smooth transition to the subsequent elected officer or committee volunteer.

## RLC PRINCIPAL

1. RLC Principal serves in a dual role on the PTO serving as both a PTO Advisor as well as a permanent voting member of the RLC PTO Executive Board.
2. Adheres to all responsibilities as outlined in the PTO Advisors section below.
3. Provides recommendation if additional RLC teachers/staff should act as PTO Advisors for a school year.
4. RLC Principal is expected to attend PTO Board Meetings.
5. Is the primary decision maker on behalf of RLC after considering input from other PTO Advisors.

## PTO ADVISORS

1. The RLC Principal, RLC Assistant Principal, and RLC Dean will act in an advisory capacity to the PTO Executive Board.
2. RLC PTO Presidents, from the prior 2 school years, will act as RLC PTO Advisors for the next school year.
3. The RLC Assistant Principal and Dean are non-voting members of the RLC PTO Executive Board.
4. The RLC Assistant Principal and RLC Dean are encouraged to attend PTO Board meetings and at least one is required to attend when the RLC Principal is not able to attend.

5. The prior year PTO Presidents will act as external advisors and may not attend PTO Board Meetings unless requested by the current board.
6. Play an advisory role to the PTO Executive Board by overseeing PTO operations – including Events, Initiatives, Fundraising, Sponsorship & other activities.
7. Advisors act as liaisons between RLC Teachers/Staff and PTO organization.
8. Advisors help facilitate the use of RLC school property and facilities including personnel for various PTO events, activities and initiatives.
9. Advisors help facilitate the use of LCPS school property and facilities including personnel for various PTO events, activities and initiatives if the RLC school property is deemed insufficient for the PTO designated events, activities and initiatives.
10. Advisors help define, prioritize and implement initiatives for RLC that can be supported through various PTO activities and volunteer teams.
11. Advisors will aid in the smooth transition of knowledge and responsibilities from one school year PTO Board team to next school year PTO Board.

## PRESIDENT

1. The PTO President is an elected board position held by a PTO member\*.
2. Is a Legal Officer of the 501 c 3 non-profit organization for applicable Federal, State & County corporation and tax laws.
3. Is a voting executive board member of PTO organization.
4. Is a signature authority on bank account(s), credit card processor(s)/gateway(s), store cards, checkbooks.
5. Leads the PTO Board members seeking advice from the PTO Advisors.
6. First person to take responsibility for anything not going well.
7. First person to give credit to the team members for all things going well.
8. Facilitates the effective functioning of the PTO organization.
9. Acts as backup for any of the roles in the PTO Board - Treasurer, Secretary, Events and Initiatives, Sponsorship, Fundraising.
10. Is an ex-officio member of all Committees commissioned by Executive Board except Nominating Committee and Accounting Committee?
11. Removes bottlenecks if any by seeking and providing bandwidth to support any team member in need.
12. Recognizes gaps in communication or work if/when they occur; promptly steps in and addresses objectively and amicably by refocusing the team towards a positive outcome and direction
13. Helps establish Nominating Committee and supports the election process for any vacant board positions for the current school year and board positions for the subsequent school year.
14. Will meet with RLC Principal and potentially other PTO Advisors on a regular basis to share regular progress. The meeting should not be held any less than bi-monthly.
15. Will ensure that all pending action items from any meeting are closed in a timely manner.
16. Be the voice of reason for any time commitments, contracts undertaken, financial commitments, legal liabilities assumed by PTO organization.

\*For the purposes of this document, PTO member infers that the individual has paid for their annual RLC PTO membership fee for the current school year and is in good standing.

## SECRETARY

1. The PTO Secretary is an elected board position held by a PTO member.
2. Is a Legal Officer of the 501 c 3 non-profit organization for applicable Federal, State & County corporation and tax laws.
3. Is a voting executive board member of PTO organization.
4. Responsible for all records for the PTO organization - including Incorporation, 501 c 3, tax exemptions (federal, state, sales etc.), tax records, agenda and minutes for each PTO Board meeting, agenda and minutes for each PTO General meeting, electronic trail of approvals for all decisions that have an organizational and/or financial implication on PTO organization.
5. Responsible for organizing and communicating the PTO Board and General meetings.
6. Responsible for ensuring that the PTO Board and General meetings remain on task and cover the predetermined agenda items.
7. Responsible for organizing, communicating and facilitating PTO Board deliberations.
8. Responsible for communicating to PTO Advisors and members relevant PTO Board and committee decisions and activities at regular intervals.
9. Ensures that a calendar is drafted, finalized and approved by the PTO Executive Board by June 30<sup>th</sup>
10. Responsible for communicating to Federal/State/County on legal matters related to PTO organization such as yearly filings, officers list, annual reports etc.
11. Responsible for keeping records of contracts and legal paperwork with any vendors/entities that PTO organization engages with to offer any services to PTO members.
12. Helps establish Nominating Sub-Committee and supports the Election Process for any vacant positions for current school year board and PTO Board positions for next year school.

## TREASURER

1. The PTO Treasurer is an elected board position held by a PTO member.
2. Is a Legal Officer of the 501 c 3 non-profit organization for applicable Federal, State & County corporation and tax laws.
3. Is a voting executive board member of PTO organization.
4. Is a signature authority on bank account(s), credit card processor(s)/gateway(s), store cards, checkbooks.
5. Responsible for all money transactions for the PTO organization.
6. Responsible for all accounting and tax records of the PTO organization.
7. Forms an Accounting Committee to perform the Treasury duties by seeking help of President and any other accounting/audit help from PTO members and/or other accountants/auditors external to the PTO organization.
8. Works with PTO Board members to prepare the initial proposed PTO annual budget based on the prior school year's final PTO account balances and financial report.
9. Prepares and submits a monthly financial status of funds report that outlines monthly income, expenses, original budget, actual YTD and variance numbers.
10. Presents the monthly status of funds financial report at each PTO monthly meeting (Board and General).

11. Is accountable to ensure there are at least 2 PTO members (including one PTO Board member) who count and record starting and ending cash/check balances for each PTO activity involving monetary transactions.
12. Responsible for possession of cash, checks, cashboxes and credit card processing tools before and after each PTO activity.
13. Responsible for cash withdrawals from bank account(s) for petty cash needs for any PTO activities; Recommended to withdraw within 1 week before any identified PTO activity that needs cash.
14. Responsible for depositing the cash and/or checks received from PTO events and initiatives within 3 days of when monies are received.
15. Responsible for ensuring there is sufficient audit/paper trail for all financial transactions that can be supplied to external/independent auditors and/or Government agencies if the need arises.
16. Responsible for ensuring there is sufficient diligence performed and PTO Board approvals sought and recorded electronically with at least 2 (preferably 3) alternate competitively priced sources identified for any purchase over \$250.
17. Responsible for keeping track of appropriate access to all PTO accounts that have a monetary inflow/outflow – bank accounts, credit card processors/gateways, store cards, checkbooks – i.e. all avenues that will have direct monetary impact to PTO organization.
18. Responsible to fulfill payments/reimbursements for all outstanding invoices (by invoice due date) and expenses (within 7 days of submission) through payments by check and/or debit/credit card.
19. Ensures all checks signed have signatures of 2 PTO Board members who are authorized users on the bank account(s).
20. Responsible for addressing all refunds/reimbursements/bounces/chargebacks with the appropriate parties of the transactions.
21. Responsible for issuing each calendar year the Donor Tax Deductible Letters on PTO Letter head by the end of January the subsequent year. The letter must outline the total of all tax-deductible donations received from that donor in that calendar year.
22. Works with VP Fundraising to collect all the donation and donor information required to provide the Tax-Deductible Letters to donors.
23. Responsible for collecting W2s and issuing 1099s and/or other tax receipts for any payments paid to individuals or organizations towards services rendered to/on-behalf-of the PTO organization; (Recommend issuing 1099s after each PTO activity or by end of January the subsequent year for each prior calendar year).
24. Respond to any Federal/State/County/Bank Accounting/Tax related queries in a timely manner.
25. Responsible for maintaining the General Liabilities Insurance policy for the PTO organization and PTO activities.
26. Ensures an independent audit by external party (entity or individual) is conducted of the PTO accounts for the PTO fiscal year (July 1 to June 30).
27. Ensures all financial procedures and policies are documented and communicated to PTO Board.

## VP OF EVENTS & INITIATIVES

1. The PTO VP of Events is an elected board position held by a PTO member.
2. Two individuals can optionally hold the VP of Events position, making them Co-VP of Events.

3. Is **not** a Legal Officer of the 501 c 3 non-profit organization for applicable Federal, State & County corporation and tax laws.
4. Is a voting executive board member of PTO organization.
5. Can be provided a PTO Bank Debit Card for performing their duties.
6. Prepares the initial proposal for event and initiatives for the school year by June 30<sup>th</sup> along with a budget request for each item and seeks approval of PTO Executive Board
7. Plans the events and initiatives in advance optimizing on time and resource needs from PTO Board, PTO Advisors, PTO member volunteers and other external parties/entities/individuals if engaged.
8. Facilitates formation of explicit event committees for long running large events (preferably with a non-PTO Executive Board member as an Event Chair).
9. Serves as a bridge between event committees and the PTO Executive Board for all needs (i.e. communications, finance, volunteers, permits, fundraising, sponsorship) as they relate to events and initiatives.
10. Solicits volunteer(s) for marketing and communication design activities (e.g. website, e-mail, posters, flyers, tickets etc.) for events and initiatives.
11. Provides a monthly report at each PTO Board and General Meeting to include progress of any inflight and upcoming events and initiatives.
12. Responsible for soliciting and engaging volunteers from the PTO member community required to run each event and initiative.
13. Responsible for recognizing volunteer contributions for each Event and Initiative and provide an Annual Volunteer Engagement Report to be posted on the RLC PTO website.
14. Responsible for purchases of items needed and approved on behalf of PTO organization for events and initiatives and ensures paper trail is maintained of due diligence for competitive prices and alternate options for items of significant cost (greater than \$100).
15. Responsible for ensuring a PTO Board member (preferably VP of Events) is present at each PTO event and initiative.
16. Requests petty cash and credit card processing tools for each PTO activity from the Treasurer
17. Responsible for ensuring that all contracts and paperwork are completed for each event and initiative as required to include vendor contracts, facility use and layout forms, and county permits.

## VP OF FUNDRAISING & MEMBERSHIP

1. The PTO VP of Fundraising and Membership is an elected board position held by a PTO member.
2. Is **not** a Legal Officer of the 501 c 3 non-profit organization for applicable Federal, State & County corporation and tax laws.
3. Is a voting executive board member of PTO organization.
4. Responsible for promoting and implementing PTO membership campaigns (including free (email subscription only) and paid membership levels) for RLC families, teachers and staff memberships.
5. Responsible for maintaining a database of all PTO members (paid and unpaid) to include essential membership information (e.g. name, children, teacher).
6. Responsible for identifying goals for fundraising and how and where the funds raised will be utilized.
7. Responsible for proposing, driving and executing campaigns to raise funds from PTO members during the school year including supporting fundraising through events and initiatives.

8. Responsible for raising awareness for cashless fundraising established and increasing avenues for cashless fundraising.
9. Responsible for organizing monthly spirit night fundraisers with the help of the Spirit Nights Coordinator.
10. Responsible for tracking funds donated by each PTO member within a calendar year and delivery of donor receipts for tax deductible purposes by the end of January of subsequent year.
11. Responsible for managing relationships with donors, understanding their interests, aligning their interests with prospective events and initiatives planned for the school year and securing donations.
12. Responsible for managing all PTO memorabilia, spirit wear and merchandise with the help of a Spiritwear Coordinator as applicable.
13. Responsible for recognizing PTO member donors that have donated over \$100 during the school year. The recognition will be determined by the PTO Executive Board. Examples of such recognition can consist of noting such members on the PTO website, providing them with PTO spiritwear, and/or donor plaque.
14. Aim to reduce the financial burden of direct fundraising on PTO members by working with VP of Sponsorship and establishing goals to cover a defined % of PTO annual budget needs through fundraising.

#### VP OF SPONSORSHIP

1. The PTO VP of Sponsorship is an elected board position held by a PTO member.
2. Is **not** a Legal Officer of the 501 c 3 non-profit organization for applicable Federal, State & County corporation and tax laws.
3. Is a voting executive board member of PTO organization.
4. Responsible for maintaining a database of potential/prospective business partners who can sponsor/provide monetary and non-monetary resource needs of the PTO sponsored events and initiatives for the school.
5. Responsible for managing sponsorship levels and associated incentives that the PTO can provide with consent of RLC Principal in return for monetary and non-monetary sponsorship.
6. Responsible for managing relationships with sponsors, understanding their business needs, aligning their sponsorship goals and targets with prospective events and initiatives planned for the school year.
7. Responsible for bringing in sponsors and providing them the benefits agreed upon in sponsorship package within the constraints of the RLC and LCPS school system policies at various PTO events and initiatives.
8. Responsible for the marketing materials agreed upon with each sponsor to advertise their business at PTO events and initiatives to include signage, flyers, posters, and tickets.
9. Aim to reduce the financial burden of direct fundraising on PTO members through PTO sponsored Events and Initiatives and establishing goals to cover a certain % of PTO annual budget needs through sponsorships.

#### SPIRIT NIGHTS COORDINATOR

1. The Spirit Night Coordinator is a PTO member volunteer who is not a member of the PTO Executive Board.
2. Responsible for serving as the liaison between community restaurants/vendors who are willing to host spirit night fundraisers for RLC.
3. Responsible for organizing and scheduling spirit nights monthly.
4. Responsible for communicating the spirit night fundraiser events to the PTO Executive Board and the PTO members.
5. Supports President and VP of Fundraising.

## ASA COORDINATOR

1. The ASA Coordinator is a PTO member volunteer who is not a member of the PTO Executive Board.
2. Assists PTO Executive Board in all ASA enrichment activity needs.
3. Establishes policies and procedures and streamlines processes for the ASA activities that PTO Board sponsors and authorizes.
4. Responsible for organizing and coordinating ASA sessions for each term – Fall, Winter, Spring – of the school year.
5. Responsible for communicating with and soliciting interests from RLC Teachers/Staff for ASA sessions.
6. Responsible for communicating with and soliciting interests from outside vendors for ASA sessions.
7. Presenting recommendations for the ASA schedule for each term to the PTO Board.
8. Finalizes the ASA programs and schedule for each term.
9. Responsible for facilitating the necessary background checks for outside vendors offering ASA sessions.
10. Communicates the ASA schedule to the PTO members and manages the ASA registrations.
11. Communicates the ASA registration information with the ASA teachers, ASA liaisons and ASA parents for each term.
12. Responsible for ensuring the teachers, liaisons and parents are informed of the transition from student classrooms to ASA classrooms and subsequent dismissal and timely pickup of students after ASA sessions.
13. Works with ASA Liaisons for each day of week there are ASA sessions and ensures smooth operations of ASA sessions throughout the term.
14. Ensures the ASA teacher classroom and other needs are adequately addressed.
15. Supports the Treasurer for the adequate processing of W2s and 1099s for ASA teachers.
16. Reports on the outcomes to include financial status and parents and vendor feedback of each ASA session to the PTO Executive Board at the end of each term.
17. Supports the PTO President.

## ASA LIAISON

1. The ASA Liaison is a PTO member volunteer who is not a member of the PTO Executive Board.
2. The number of ASA Liaisons required in an ASA term will be determined by the ASA Coordinator and PTO President.

3. Works with ASA Coordinator and helps ensure a smooth transition of students from their classrooms to ASA classrooms as well as student dismissal and timely pickups happen after ASA sessions.
4. Ensures that all ASA students are accounted for and implements agreed upon procedures for emergencies that may arise.
5. Is present in the school from school dismissal until all students are picked up by parents/guardians at the end of day after each ASA session.
6. Reports any student pickup delays to ASA Coordinator.

#### OOTM COORDINATOR

1. The Odyssey of The Mind (OOTM) Coordinator is a PTO member volunteer who is not a member of the PTO Executive Board.
2. Assists PTO Board in all OOTM enrichment activity needs.
3. Establishes policies and procedures and streamlines processes for the OOTM activities that PTO Board sponsors and authorizes.
4. Manages OOTM region, coach, judge, parent, student relationships for OOTM activities in the school year.
5. Manages the OOTM lifecycle for the school year to include holding a OOTM Information night in the first month of school to inform parents about the program.
6. Facilitates recognition of OOTM teams that win in regional, state and/or world competitions.
7. Reports on the outcome (wins, financials, expenses etc.) of RLC OOTM team's participations in the OOTM competitions.
8. Supports the PTO President.

#### EVENT/INITIATIVES CHAIR (E.G. LEGO, BOLLYWOOD FESTIVAL, TAW, 5<sup>TH</sup> GRADE PROMOTION, OUTDOOR CLASSROOM)

1. An Event/Initiatives Chair is a PTO member volunteer who is not a member of the PTO Executive Board.
2. Leads an event/initiative subcommittee for long running events/initiatives such as Lego Competition, March Madness Basketball, Teachers' Appreciation Week, Bollywood Festival, 5<sup>th</sup> Grade Promotion, and Outdoor Classroom Initiative.
3. Responsible for chairing an event/initiative and forming an independent team with the help of VP of Events and Initiatives.
4. Responsible for defining the plan for the event/initiative and the parameters (i.e. financial requirements, logistics, volunteer needs) that the team operates in the school year and get approvals from PTO Executive Board through VP of Events and Initiatives.
5. Works with VP of Events and Initiatives to bridge into PTO Executive Board for all the event specific needs to include communications, finances, logistics, permits, fundraising, and sponsorship.
6. Responsible for driving and executing the event and reporting on the outcome of the event to the PTO Executive Board

## VIRGININA SCIENCE OLYMPIAD COORDINATOR

1. The Virginia Science Olympiad (VASO) Coordinator is a PTO member volunteer who is not a member of the PTO Executive Board.
2. Assists PTO Board in all VASO enrichment activity needs.
3. Establishes policies and procedures and streamlines processes for the VASO activities that PTO Board sponsors and authorizes.
4. Manages VASO region, coach, judge, parent, student relationships for VASO activities in the school year.
5. Manages the VASO lifecycle for the school year to include holding a VASO Information night in the first month of school to in VA form parents about the program.
6. Facilitates recognition of VASO teams that win in regional, state and/or world competitions.
7. Reports on the outcome (wins, financials, expenses etc.) of RLC VASO team's participations in the VASO competitions.
8. Supports the PTO President.

## ACCOUNTING COMMITTEE

1. The Accounting Committee consists of 1-3 PTO member volunteers who are not a member of the PTO Executive Board.
2. Responsible for assisting the PTO Treasurer in ensuring that the PTO is in good financial standing.
3. Members will serve for the entire PTO fiscal year and required as necessary to support financial activities such as annual audit and tax filings that may extend beyond the fiscal year.
4. Members will be required to review with the PTO Treasurer twice during the school year (e.g. December and May) the financial details of the PTO. These reviews will consist of informal internal audits to ensure we are prepared for the annual audit.
5. Members will serve as advisors to the Treasurer on financial processes, but will not serve as decision makers for how PTO finances will be handled. The PTO Executive Board will have full control over the financial processes and procedures of the PTO.
6. The Accounting Committee will not be given access to PTO bank accounts and on-line banking information. Financial information will be provided as report through the PTO Treasurer or President.
7. Supports the Treasurer and President.

## NOMINATING COMMITTEE

1. The Nominating Committee consists three members elected by the PTO Executive Board: 1 RLC Teacher and 2 RLC parents that are PTO member volunteers and who are not members of the PTO Executive Board.
2. The Nominating Committee responsibilities are outlined in the RLC PTO Bylaws.

3. If any Nominating Committee member does not adhere to the policies and procedures for nominations as outlined in the PTO Bylaws the PTO Executive Board can replace them at any point with another parent/teacher member volunteer.
4. The Nominating Committee will serve during one school year from January through the PTO Election Meeting. Members can be nominated to serve during subsequent years; however, cannot serve on the committee more than 2 years in a row.
5. Supports all members of the PTO Executive Board.