

Camp Hill Elementary PTO Board Member Responsibilities

Treasurer – already elected for 2014-15

- Maintains the financial records
- Makes deposits
- Writes checks
- Tracks field trip expenses
- Creates financial reports for 5 PTO meetings
- Manages the money/accounting for Mayfair
- Schedules and pays for 2 skating parties
- Ensures cash is available for Back to School nights
- Staffs Back to School Nights

Secretary

- Takes minutes at 5 PTO meetings
- Distributes meeting minutes to interested parents
- Staffs Back to School Nights

Vice President

- Acts as back-up when president is unavailable
- Staffs Back to School Nights
- Works in many capacities to promote the goals of the PTO

President

- With treasurer produces annual budget in August
- Makes presentations to teachers/staff & at 3 Back to School Nights
- Public speaker for other PTO sponsored events
- Creates agendas and runs 5 PTO meetings
- Manages requests for volunteers and funding from teachers/school staff
- Approves funding for school assemblies
- Overall chair for Mayfair
- Works in many capacities to promote the goals of the PTO