



## Executive Board Member Responsibilities

1. Attend all Executive Board and General PTCO meetings.
2. Perform your assigned tasks as per your job description.
3. Communicate on a regular basis with your assigned Committee Chairs. Prior to Executive Board meetings, request an update that you will share with the Board.
4. Be familiar with the budget and financial processes.
5. Monitor budget of assigned Committees.
6. Serve as liaison between assigned Committee Chairs and the Executive Board.
7. Be sure assigned Committee Chairs regularly check their mailboxes in the PTCO Office
8. Attend PTCO sponsored events.
9. Maintain communications with the committees which you oversee. Prior to each Executive Board meeting, check with committees for updates to present at Executive Board meeting

## Co-President Major Responsibilities

1. Preside at all General Membership and Executive Board meetings.
2. Ensure that all officers perform their duties as set forth in the bylaws.
3. Appoint standing committee chairs, coordinate their duties, and appoint replacements in cases of resignations.
4. Appoint organizational representatives and appoint replacements in cases of resignations.
5. Serve as an ex-officio member of all standing committees.
6. Take such action as may be necessary to fulfill the provisions of all motions passed at Executive Board and General Membership meetings.
7. Assist the Treasurer with the preparation of the budget for the following fiscal year.
8. Be responsible for fulfilling provisions of the bylaws.
9. Attend Parent Council meetings, as deemed necessary. President elects will attend every month.
10. Assume other duties and responsibilities as required by the bylaws.
11. Oversee any grant cycles provided for the school year.

### **On-Going**

1. Check PTCO mailbox weekly. Email committees that have full folders.
2. Watch/organize fliers in front lobby/sign in table
3. PTCO Bulletin Board- encourage committees to use

## TIMELINE

### APRIL:

- Prepare for the May Transition/Kindy Meeting
- Contact Newcomers & Parent Database to attend Kindy Meeting
- Attend Parent's Council Training. **Both incoming Pres. and incoming Treasurer required.**
  - Offered in May and Sept. - *Strongly suggest May.*
- Plan retirement party with the front office and set date.
- Set scheduling meeting with the Principal (1/month).
- Meet with Co-President Elects to discuss orientation plan
- Transition Meeting
- You will need to share job responsibilities with new slate member. Explain where to find PTCO forms on GreenwoodPTCO.org and tax-exempt information. **No tax reimbursement will be given. Expected they use sales tax exempt for purchases.**
- **Send budget information and amount to each position.**
- Explain slate organization chart and their contact person with expectations for monthly updates to be shared at exec.
- Have former committees get together with incoming committees and share knowledge.

### MAY:

- Schedule next year's PTCO board and general meetings and book PTCO office with front desk.
- Plan orientation details.
- Schedule tours for incoming families.
- Determine date for Teacher/Staff Breakfast (PTCO exec. board provides this breakfast the week before school starts. Exec. board brings breakfast burritos, coffee and fruit.

## **SUMMER:**

- Read Bylaws, get to know them well.
- Gather a team to change all students in PTOffice to new teacher assignments.
- Send PTCO meeting dates to website chairs to post and email slate with save the dates.
- Arrange for EduKit distribution.
- Contact Media Center to arrange for laptops and power sources. Coordinate available help for Back to School Night.
- Submit work order to front desk for school engineer set up in Cafeteria and Gym.
- Prepare short introductions about PTCO for Orientation and coordinate timing with Principal.
- Drive communication to GreenwoodPTCO.org and encourage everyone to sign up for PTOffice
- Prepare sign-up genius for Executive and General Board Meetings

## **ALL EXECUTIVE AND GENERAL BOARD MEETINGS:**

- **Create Agendas:** All include:
  - Approve May minutes,
  - Old business,
  - New business,
  - Board Member Updates
- **Reminders:** Prior to meeting, email a reminder board to ask them to contact committees for updates and provide you with agenda items.
- **For Voting:** Name the issue, offer discussion, ask for Motion to Approve, ask for Motion to Second and then vote. All in favor/all opposed. Recording secretary records votes.
- **At Meeting:** Begin each meeting with approving prior meeting's minutes

## **FALL:**

- Reach out to new families, coordinate with newcomers. We split the list and called to welcome and invite to next DC event.
- Start work on next year's slate – appoint slate committee

**JANUARY:**

- Finalized early slating and vote at exec. and general meetings.
- Continue slating process for entire slate. Has to be completed and voted on by March meetings.

**FEBRUARY/MARCH:**

- Set a budget meeting with Treasurers and Pres. elects. Include past treasurer if still at school.
- Complete and vote on next year's slate and budget.

**APRIL/MAY:**

- Give Parent's Council a list of your new incoming Presidents, Treasurers and Pres. elects. phone numbers/email addresses.
- Help facilitate Kindergarten meeting, retirement party for incoming Presidents.
- General May PTCO meeting will start with Presidents and transition to President Elects.

## **Co-President Elect Major Responsibilities**

1. Assume the Presidency the following school year.
2. Attend monthly Parent Council meetings.
3. Perform the duties of the President in the absence of the President.
4. Organize Orientation in August. Determine layout, number of tables needed and the number of volunteers needed. Talk to Standing Committee chairs to determine who needs tables or just flyers for the volunteer table.
5. Collect all the information for the website in May from all the clubs and committees to provide to the Website chairs to update the website over the summer.
6. Beginning in April or May, coordinate with School Supplies Chair to prepare EduKit orders.
7. In December, begin slating process for next year's Executive Board members and Standing Committee Chairs.
8. Encourage parents to attend General PTCO meetings.
9. Assume other duties and responsibilities as required by the bylaws.
10. Attend all the PTCO general meetings and Executive Board meetings.

## Fundraising Position Summary

### Major Responsibilities

1. Be responsible for the execution of all PTCO fundraising activities and events.
2. Assist with Greenwood Gathering Events:
  - Determine which Greenwood Gathering events will be offered throughout the year, with guidance from Co-Presidents.
  - Select the dates for each event by working with the school calendar.
  - Secure a chairperson or parent for each event.
  - Offer guidance and act as a sounding board for Event Chairs.
3. Oversee Family Giving and implement the Family Giving Campaign along with the Treasurer and Co-Treasurer.
4. Assist with other potential fundraising events, including online auctions, Gussy Up the Grizzly, EduKit, Fun Run, Live Auction (every other year).
5. Compile and distribute information needed for planning events to all Event Chairs (e.g. Event Chair Info Packet, insurance information, communication/marketing policy, reimbursement forms, etc.)
6. Arrange all Family Night Outs at different restaurants around town. Try to schedule one a month.
7. Prepare summary flyer for Back to School Night of all of the Greenwood Gathering events for the year and get it printed by CCSD Printing before the event.
8. Assemble information necessary to promote and advertise events on GreenwoodPTCO.org and send it to the website chairs. Information should include the date, hosts, sponsors, and an explanation of the event.
9. Attend all Executive Board and PTCO meetings.
10. Check with event chairs for updates to present at Executive Board meeting.
11. Provide updates at board meetings and PTCO meetings as necessary and have summaries posted on GreenwoodPTCO.org.
12. Assume other duties and responsibilities as required by the bylaws.

## **Communications Position Summary**

### **Major Responsibilities**

1. Serve as a liaison between the school community and our greater community outside of Greenwood.
2. Manage, maintain and oversee the weekly Greenwood Grizzly email blast.
3. Send email inquiries from website to appropriate members of the executive board or committee chairs based on question.
4. Promote and follow Greenwood PTCO's Communication Policies as they relate to school-wide emails, GreenwoodPTCO.org and the Greenwood Grizzly. To the extent necessary, also advise the school community to follow the Communication Policies.
5. Attend all executive board and PTCO meetings.
6. Maintain communications with and oversee activities of Website Chair and PTOffice Chair.
7. Assume other duties and responsibilities as required by the bylaws.



## **Treasurer Position Summary**

### **Major Responsibilities**

#### **Summary Responsibilities**

1. Attend all General and Executive Board Meetings.
2. Maintain permanent books and records in sufficient detail to adequately reflect all sources and income and the nature of all expenditures.
3. Approve all submissions for reimbursement and other debts approved by the Board and included in the budget and enter each into the financial system.
4. Keep an itemized account of all receipts and expenditures.
5. Prepare and present a monthly Balance Sheet and Profit and Loss Statement at all Executive Board and General meetings and an annual report at the Annual Meeting
6. Be responsible for a review of the accounts by a non-elected officer before rendering the books to the newly-elected Treasurer.
7. Prepare the budget for the following fiscal year with the assistance of the Presidents and Presidents-elect, to be presented to the General Membership for approval at the Annual Meeting.
8. Be responsible for saving designated funds to be carried over to the next fiscal year, the amount of which shall be determined by the Executive Board.
9. Prepare and file necessary documentation with Parents Council, state of Colorado and the IRS.
10. Assume other duties and responsibilities as required by the bylaws.

## Treasurer & Assistant Treasurer Task Calendar

<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• Manage reimbursements and payments (make sure reimbursement form is always in the PTCO office)</li> <li>• Upload receipts into QuickBooks &amp; categorize payments and incoming</li> <li>• Maintain files</li> <li>• Update Teacher Supply Grant Spreadsheet</li> <li>• Track one-time grant approvals and payments</li> <li>• Maintain CheddarUp pages for events and donations</li> </ul>
<b>Monthly</b>	<ul style="list-style-type: none"> <li>• Reconcile bank statements</li> <li>• Prepare statements for Executive Board Meetings                             <ul style="list-style-type: none"> <li>○ YTD vs. Budgeted</li> <li>○ Cash Situation &amp; Bank Account Statements (must be signed by President at each Executive Board Meeting)</li> </ul> </li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• Meeting with past and assistant treasurer for changeover</li> <li>• Finalize registration receipt and send to district printing</li> <li>• July Colorado Dept. of Revenue <b>Quarter Sales Tax Report Due</b></li> <li>• Transfer checkbook &amp; other supplies                             <ul style="list-style-type: none"> <li>○ Check if we need to order checks, stamps or other materials</li> </ul> </li> <li>• Close out fiscal year &amp; send information to Accountant for Taxes</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Send email to accountant confirming books are closed and ready for taxes to be prepared.</li> <li>• Attend Fall Treasurer Training</li> <li>• Get new signatures approved at Bank/Bank Authorization Forms</li> <li>• Review year end Treasurer's Report &amp; Bank Balances</li> <li>• Conduct Financial Review &amp; Send to Parents' Council</li> <li>• Back to School Check In – attend at Treasurer's Table</li> <li>• Review cash and check policy with Executive Board &amp; have copies made for all relevant volunteers                             <ul style="list-style-type: none"> <li>○ Lead time for cash box</li> <li>○ Responsibility of chair of event to manage &amp; reconcile numbers for individual programs (cash form requirements)</li> <li>○ Where checks go (PTCO safe)</li> </ul> </li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Order &amp; Deliver Field Day Shirts</li> <li>• Track class party funds by grade (total collected at registration/six). Make sure volunteer coordinator shares information with the party parents.</li> <li>• Review Bylaws</li> <li>• Review Budget</li> <li>• Review Cash/Check Policy</li> <li>• Treasurer &amp; President must Sign Parent's Council Annual Affiliation Letter and forward to Parents' Council</li> <li>• Send Approved Budget to Parent's Council</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Follow up (if necessary) with Accountant re: Taxes</li> <li>• October Colorado Dept. of Revenue <b>Quarter Sales Tax Report Due</b></li> <li>• Send Check for Parents Council Dues</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• <b>Annual Income Taxes Due November 10<sup>th</sup></b></li> <li>• Send proof of mailing and copy of taxes to Parents Council</li> <li>• <i>After taxes done</i> – Renew <b>Colorado Charitable Organization Registration</b> &amp; File Online <b>Annual Report</b> with Secretary of State by <b>November 15<sup>th</sup></b>.</li> </ul>

<b>January</b>	<ul style="list-style-type: none"> <li>• Begin transfer of duties to assistant treasurer, as appropriate</li> <li>• January Colorado Dept. of Revenue <b>Quarter Sales Tax Report Due</b></li> <li>• Send 1099 to independent contractors and vendors <i>if applicable</i></li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Begin budget planning process</li> <li>• Review budget proposal from Treasurer at February Executive Board Meeting for review, changes, and executive approval vote</li> <li>• Review and amend Bylaws, <i>if applicable</i></li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Submit Budget to General Board Meeting for Vote</li> <li>• Send Approved Budget to Parents' Council</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Cut off teacher supply requests (last week of April) – <i>circulate up to date amounts remaining for each staff member</i></li> <li>• April Colorado Dept. of Revenue <b>Quarter Sales Tax Report Due</b></li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Greenwood Grizzly – Publicize need for all reimbursement forms to be submitted <i>before school year's end</i></li> <li>• Prepare Annual Review for Assistant Treasurer/President review and sign off</li> <li>• Complete Year-End Report and Distribute to Community with copy to Parent's Council</li> <li>• As for refund of any monies deposited but unused with CCSD #5</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Close out books at end of June for transition</li> </ul>
<b>July/August</b>	<ul style="list-style-type: none"> <li>• Conduct Annual Review with non-board member</li> <li>• Send Annual Review to District Council</li> </ul>

## **Assistant Treasurer Position Summary Major Responsibilities**

1. Attend all General and Executive Board Meetings.
2. Support the Treasurer position to the extent necessary to take over the position the following year.
3. Attend Fall Treasurer Training
4. Get new signatures approved at Bank/Bank Authorization Forms
5. Review year end Treasurer's Report & Bank Balances
6. Back to School Check In – attend at Treasurer's Table
7. Assist with review of cash and check policy with Executive Board & have copies made for all relevant volunteers
8. Deposit all PTCO funds in a timely manner. Daily deposits may be required during the accounting process following the Fall (Fun Run) fundraiser.
9. Provide the Treasurer copies of all deposit slips and the supporting detail.
10. Order and Deliver Field Day Shirts after Back to School Sale is complete.
11. Assist with CheddarUp site creation.
12. Manage sales tax reporting at TaxColorado.com.
13. Assist with Federal Tax filing and Colorado Secretary of State Registration.
14. Attend budget planning meetings in February.
15. Assume other duties and responsibilities as required by the bylaws.
16. Conduct training for and become certified as Raffle Coordinator

## **Secretary Position Summary**

### **Major Responsibilities**

1. Attend all General and Executive Board meetings.
2. Keep the minutes of all Executive Board meetings and be responsible for distribution of such minutes to all officers.
3. Keep the minutes of all General PTCO meetings.
4. Send minutes for General and Executive Board meetings to the Website Chair for posting on the website. Also, personally post the minutes for all meetings on the PTCO board (near the front office). Try to post all minutes one week prior to next meeting.
5. Be responsible for all notices to the Executive Board and General Membership.
6. Maintain the Bylaws. If there are changes to the Bylaws, revise, present to Executive Board for vote, and send new version to Communications Chair for posting to the website.
7. Assume other duties and responsibilities as required by the bylaws.