

John Baker PTO Positions

The John Baker Elementary School Parent Teacher Organization is the backbone of many school and student activities. The PTO pays for many activities the school cannot, help raise funds for events and volunteers at school functions. The organization is run by parents, guardians, and anyone else in the community interested in participating.

PRESIDENT: (Executive Board Member)

The PTO President is the focal point of the John Baker PTO. The PTO President is the leader of the Parent Teacher Organization. The PTO President sets the vision of the PTO during his/her term and ensures that the group meets specified goals. The president leads all meetings of the general PTO as well as the executive board meetings and in the media. The president has many responsibilities beyond administrative duties, such as calling monthly meetings. The president organizes, delegates, and executes major events such as the JBES Boo-Hoo Breakfast, Jog-a-thon, Springfest, and other events. The president helps organize special events such as cookouts, book fairs, and teacher appreciation luncheons. The president coordinates fund-raisers and monitors the monthly budget. The president also recruits and trains new officers to help with the leadership transition at the end of his/her term. The president is signatory to the PTO bank account, and is responsible for the overall finances of the JBES PTO. The president works closely with the JBES Principal to ensure that the school, students, and teachers are taken care of.

VICE-PRESIDENT: (Executive Board Member)

The PTO Vice-president is the number one assistant to the PTO president. Persons fulfilling this role should usually have a desire to pursue the PTO presidency in upcoming years. The PTO vice-president is in charge of organizing and executing the details of major scheduled events for the year. These events include: Meet your Teacher Night, Boo Hoo Breakfast, Jog-a-thon, Springfest, and Fifth Grade Moving On. The vice-president creates and delegates committees and event coordinators. The vice-president fulfills other roles and office vacancies as required.

SECRETARY: (Executive Board Member)

The PTO Secretary has several duties that include taking minutes at each meeting and preparing a list of unfinished business at the end of each meeting. The Secretary also brings a list of the bylaws and standing rules to each meeting, counts votes when necessary, co-authorizes payments, and leads meetings when the president and vice-president are not available. The secretary sends notices of each meeting to members, reads incoming correspondence at meetings, and writes any outgoing correspondence on behalf of the PTO. At the end of the term, secretary prepares documents and passes them along to the successors.

TREASURER: (Executive Board Member)

The PTO Treasurer takes and disburses the organization's funds. The PTO earns money through fundraising and donations. The treasurer ultimately receives this money. The PTO board decides where the money should go, and the treasurer makes sure the funds are given to the right people. The treasurer keeps track of and manages the funds in the PTO's accounts. The treasurer is signatory to the JBES PTO accounts.

HOSPITALITY: (Executive Board Member)

The Hospitality Chairperson coordinates any hospitality activities, including welcome programs for new families and kindergarten families (includes the Kindergarten Boo-Hoo Breakfast). The

Hospitality Chair establishes and fulfills requirements for food and drink donations for JBES events. The Hospitality Chair also hosts four JBES staff luncheons throughout the year.

ADDITIONAL POSITIONS:

FRIENDS OF THE LIBRARY:

Due to this being such a big job, duties have been divided:

Volunteers:

Organize volunteers to help with each library class.

Certificates:

Create certificates for children achieving reading clubs.

Organize end of the year parties for the reading clubs.

Book Fair:

Work with the Librarian to organize the book fair.

Receive help from the volunteer organizer.

Box Tops:

Collect Box Tops throughout the year. Send them in twice a year.

Organize parties and incentives for the kids and classrooms.

Campbells Labels for Education:

Collect Labels throughout the year. Send them in x-times a year.

Manage the wish list of PE items that can be purchased through the program.