

## Bee Cave Elementary Executive PTO Board Nominations

**Being on the PTO Executive Board is a great way to be involved with your child's school, to know what is going on at the school and to be an important part of creating a great place for all BCE children to learn and grow!**

There are various positions open on the PTO Executive Board for the 2024-25 school year, and we are calling for parents who are interested in serving BCE students, staff, and community as part of the PTO. Below is a description of each open position and a brief summary of duties/qualifications. THANK YOU FOR YOUR INTEREST!

**PLEASE SUBMIT NOMINATIONS BY **FRIDAY, April 5, 2024** TO ALLOW THE NOMINATING COMMITTEE TIME TO REVIEW YOUR REQUEST.**

### \_\_\_\_ **PRESIDENT**

- Presides over all meetings of the PTO
- Appoints and coordinates, with approval of the Executive board officers, all committee chairs and activities of the committees and any special committees of the PTO
- Oversees the work of executive board officers
- Attends district leadership meetings
- Oversees Communications, including working with Principal on PTO content for parent newsletter
- PTO Liaison for Room Parent Coordinator, Math Superstars, Assemblies, Staff Appreciation committees

### \_\_\_\_ **EXECUTIVE VICE PRESIDENT**

- Acts as an assistant to the President and fills in as needed to conduct business as stated above
- Coordinates hospitality needs
- Responsible for school Spirit Wear
- Attends district leadership meetings
- PTO Liaison for Beautification, Book Writers, Watch DOGS committees

### \_\_\_\_ **VICE PRESIDENT FUNDRAISING** *(may be a co-position)*

- Coordinates all fundraising activities for the PTO, works closely with all committee chairs
- Responsible for coordinating major fundraisers (2-3)
- Manage and approve all requests for reimbursement for fundraising expenditures.
- Attend district leadership meetings
- Plans & coordinates Spirit Nights
- PTO Liaison for Birthday Marquee Updating and Box Tops committees

### \_\_\_\_ **VICE PRESIDENT MEMBERSHIP** *(may be a co-position)*

- Coordinates membership and community building activities and events
- Committee contact for Community Events: Father/ Daughter Dance, Mother/Son Kickball, Fall Fest
- Coordinates Kinder welcome events (park playdate, Tears & Cheers)

### \_\_\_\_ **TREASURER** *(may be a co-position)*

- Holds custody of PTO funds including preparing and presenting an annual budget, record, and book keeping for financial transactions
- Makes disbursements in accordance with budget
- Maintain and submit books for audit. Coordinate an annual audit each spring
- Presents financial statements at general, board meetings
- Must be proficient or have experience creating and maintaining spreadsheets. Accounting background very helpful

### \_\_\_\_ **SECRETARY**

- Primarily records and transcribes the minutes for all PTO (General & Executive) meetings.
- Presents minutes at each subsequent meeting for review and approval
- Submits minutes for record on the website.
- Various administrative duties to assist the work of the PTO is required

### \_\_\_\_ **VOLUNTEER COORDINATOR**

- Collaborate with PTO president/vice president, teachers, administrators, to assess and identify where volunteer opportunities are and how to recruit volunteers inside/outside the school.
- Forward lists of volunteers by activity or event and share with committee and event chairpeople when they need the information.
- Promote volunteer opportunities widely. Make volunteer opportunities visible by communicating with PTO board member in charge of websites, social media channels, and bulletin boards.
- Prepare detailed job descriptions for volunteers so they know what is expected of them.

**PLEASE INITIAL BESIDE THE POSITION IN WHICH YOU ARE INTERESTED AND WRITE ANY ADDITIONAL INFORMATION THAT WOULD DETAIL YOUR QUALIFICATIONS AND EXPERIENCE ON THE BACK OF THE PAGE. DUTIES COULD CHANGE SLIGHTLY BASED ON THE NEW BOARD'S RECOMMENDATIONS.**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CHILD/GRADE: \_\_\_\_\_