

Board positions:

- President:
 - Attend monthly PTO meeting
 - Set agenda for PTO meetings
 - Complete monthly PTO material for newsletter and provide to office administration
 - Attend CSB meetings
 - Assist committee chairpersons as needed
 - Outline and Supervise all CTA Liberty fundraisers as needed
 - Act as liaison between PTO board members and CTA administration
 - Approve all PTO material (flyers, t-shirt designs, etc.)
 - Attend master calendar meeting at the end of the school year

- Vice President:
 - Attend monthly PTO meetings
 - Chair PTO meetings if the President is absent
 - Assist Chairpersons as needed
 - Assist supervising of PTO fundraisers as needed

- Secretary:
 - Attend monthly PTO meetings
 - Record and maintain written documentation of all meetings
 - Send all minutes to office administration for their records
 - Send minutes to social media chairperson to post on the PTO website
 - Assist chairpersons as needed

- Treasurer:
 - Attend monthly PTO meetings
 - Maintain financial records for all PTO fundraisers
 - Maintain PTO bank account
 - Receive all monies and deposit to PTO bank account
 - Reimburse teachers/staff/room parents
 - Present financial status at PTO meetings
 - Prepare an end of the year financial report
 - Prepare monthly bank account reconciliation
 - Assist chairpersons as needed

Committees:

- Spirit Gear
 - Find a company and have t-shirt designed
 - Set up website with t-shirt design
 - Design a flyer to have distributed
 - Find volunteers to help with distribution of orders

- Social Media:(Facebook, Instagram, PTO Website)
 - Post flyers for events
 - Create event on social media (restaurant nights, PTO meetings, free dress day, etc.)
 - Direct any questions asked to the PTO
 - Maintain PTO website
 - Add events
 - Add meeting minute notes

- Restaurant Night:
 - Find and request fundraiser at a restaurant monthly
 - Typically a form is found on the restaurants website or groupraise.com
 - Complete and submit 2 fundraiser approval form to the front office 3 weeks before event

- Free Dress Day:
 - Identify one free dress day per quarter
 - Identify one non-profit organization per quarter that could benefit from a 50/50 split of funds raised.
 - Present dates to front office for approval
 - Typically the last full day before a school scheduled break
 - Create a flyer for the event and email to the front office administration
 - Communicate date/organization to PTO and Social Media Rep. once approved by school administrator

- Carnival:
 - Obtain a quote from AZ Inflatables and provide to the front office administration
 - Also request a COI with CUSD as the certificate holder and provide to office administration
 - Obtain 4 food trucks (soda rush, Avas Kettle Corn, Phat Cheeks Grill and Taqueria Blue Tortilla used in 2022)
 - Also request a COI with CUSD as the certificate holder and provide to office administration
 - Obtain a quote from A-Z Equipment for light towers (5)
 - Also request a COI with CUSD as the certificate holder and provide to office administration
 - Can request use of District light towers (must request beginning of school year)
 - Obtain a DJ
 - Also request a COI with CUSD as the certificate holder and provide to office administration
 - Plan 5-7 Carnival Themed games. Take inventory of current items available in the shed to use. Create shopping list of items needed, including prizes.

- Set up a sign up genius for volunteers
 - ACP, NJHS have a good amount of volunteers
- Provide a blueprint of where everything will be located
 - 2022's blueprint is available for use
- APEX
 - Complete 2 fundraiser approval forms
 - Communicate with APEX director
 - Communicate with school administration regarding the fundraiser
 - Communicate with PTO regarding fundraiser
 - Provide flyers as needed to administration and PTO
- Hospitality & Staff Luncheons
 - Be available to make and/or pick up food for teacher luncheons/dinners
 - Be available to set up and clean up lunches/dinners
- Teacher Appreciation Week
 - Assist with ideas for teacher appreciation week
 - Assist with delivering any gifts/food for teachers
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