

La Liaison PTO Board of Directors Positions

Executive Committee:

President

The president manages the goals and strategies of the PTO, and is responsible for overall PTO budget supervision. Together with the other PTO officers and chairs, the president sets the PTO calendar of events. The President schedules, runs, and serves as the moderator for general membership meetings, board meetings, and executive board meetings. The president meets regularly with school administration to coordinate needs. ~20 hours per week with daily communication, more or less depending on circumstances. Previous La Liaison Board of Directors experience preferred.

Vice President

The responsibility of the vice president is to assist the president in the coordination of PTO committees and serve as a liaison between committee chairs and the executive board. The vice president performs the duties of the president in the event of the president's inability to act. ~20 hours per week with daily communication, more or less depending on circumstances. Previous La Liaison Board of Directors experience preferred.

Secretary

The secretary assists the president in setting board meeting agendas, and attends general membership, board, and executive board meetings to record minutes and distribute them as required. The secretary acts as custodian of the records of the PTO. Additionally the secretary is responsible for annual incorporation renewal filings with the LA Secretary of State, annual filings with the IRS, annual application for LA Sales Tax Exemption, and any other licensing requirements. ~20 hours per week with daily communication, more or less depending on circumstances. Previous La Liaison Board of Directors experience preferred.

Treasurer

The treasurer manages PTO finances in accordance with the annual budget. The treasurer reconciles financial accounts and updates the board with a monthly treasury report. Additionally the treasurer is responsible for annual filings with the IRS. ~20 hours per week with daily communication, more or less depending on circumstances. Previous La Liaison Board of Directors experience preferred.

General Board:

Fundraising and Development Chair

- Recruits and oversees the fundraising and development committee
- Donation/Sponsorship solicitation
- Profit-Share events (Skate Night, Adventure Quest, etc.) (throughout the year)
- Fun Run (Spring)
- School Supplies boxes (April)
- City Park Night (May)
- Carnaval Français

Technology Chair

- Website and socials updates
- Online store and merch sales
- Être à la page updates (weekly)

Teacher Appreciation Chair

- Recruits and oversees the Teacher Appreciation committee
- Teacher/Staff Welcome breakfast (August)
- Teacher/Staff Thanksgiving lunch (November)
- Teacher/Staff Appreciation week lunch and gifts (May)

Parent Coordinator - Primary Campus**Parent Coordinator - Secondary Campus**

- Coordination with Room Parents and campus leaders
- Classroom volunteers coordination
- Class Amazon Wishlists
- Class Carnaval Français raffle baskets

Social Committee Chair

- Recruits and oversees the Social Committee
- Pre-K & Kindergarten playdate (August)
- Wine and Cheese Bienvenue (teacher-parent mixer) (September)
- Movie in the Park Pique-Nique (October)

+ General Board Members and Staff Representatives

- Additional committee co-chairs
- Committee members
- Contributes to planning and execution of La Liaison PTO projects