**SMPTO Board President Duties**

Updated: June 2025

**Summer**

* Decide on fall fundraiser (Bubblethon)
* Determine a meeting schedule for the school year
* Review and send out Bubblethon letters to businesses
* Bubblethon prep (prizes, tshirts, events, entertainment, reserve locations, etc.)
* Meet with Principals to select event dates
  + Back to school night(s) and Back to School teacher luncheon date (August)
  + Bubblethon kick-off and event dates (late August- Sept and October)
  + Bubblethon Reward Days (October/November)
  + IFES Fall Fun Fest & Spooky Party (late October)
  + Fall Conference dates (November)
  + Rice Book Fair (November)
  + Rice Holiday Market (December)
  + Winter Holiday Event (December)
  + Family Fun Event (February)
  + IFES Book fair (March)
  + Spring conference dates (February-March)
  + Luau (March/April)
  + Spring Fling (April/May)
  + Teacher Appreciation Week (May)
  + Bubbling Over Day (May/June)
  + Forge Ahead Day (May/June)
* Have an Executive Board Meeting to start planning for the next year.
* Submit Facility Request Form for each event.
* At the beginning of the fiscal year, have each member of the Board complete a Conflict of Interest form. Date as of July 1 in the current year.

**Back-to-School**

* President attends and speaks at back-to-school nights
* Send webmaster updates for website
* Prepare printout of event and meeting dates and SMPTO contact information.
* Distribute back-to-school newsletter (if creating one)
* Organize back-to-school teacher lunch on a date determined by both principals (during the week prior to the start of school)
* Find event chairs for events throughout the year (conference meals, book fair, Spring Fling, etc.)
* Volunteer Survey
* Spirit Gear check in and capability to order during BTS events.
* Once you have received the certificate of insurance, make sure to put an electronic copy on the OneDrive and send to the school district.

**Fall**

* Bubblethon
  + Set up 99Pledges site – must obtain excel spreadsheet of all students separate by grade level to send to 99Pledges
  + Ensure ALL Bubblethon supplies are ordered
    - Stickers
    - Prize packs
    - tshirts
    - popsicles
  + Obtain Zumba instructor
  + Post Bubblethon Totals, Communicate totals to teachers and track prizes
  + Set up Reward Day and reserve bounce houses
* Iron Forge Fall Fun Fest & Spooky Party
  + Check in with VP’s during planning & attend
* Confirm Rice Book Fair dates with Treasurer
* Fall Conference week meals (IFES and Rice...snacks and meals depending on how many nights they have conferences)
* Winter Holiday Event & Fire Truck Parade
  + Check in with VP’s during planning & attend
* Holiday Markey – check in with VP’s
* Bubblethon debrief meeting

**Winter**

* Reserve Spring Fling inflatables in December (Renta Fiesta)
* Begin Spring Fling planning and reservations (Food Truck, Animals, Ice Cream Truck, Small Game of Chance Raffles)
* Confirm IFES Book Fair dates with IFES VP’s
* Post on Facebook and Newsletter Communications for board openings.
* Follow up with the Secretary to make sure the thank you’s and donation receipts have been sent from Bubblethon
* Review the budget for the second half of the school year
* Family Fun Event check in & attend

**Spring**

* PTO executive board elections
* Form an audit committee to audit PTO financials for prior fiscal year
* Spring Conference Stock the Teachers Lounge
* Keep working on Spring Fling planning (volunteers, signs, papers home to students, extra ticket sheet)
* Renew small game of chance license
* Check in with Committee Chair for Teacher Appreciation Week
* Check in with VP’s for Bubbling Over and Forge Ahead Day
* Set a date to get together in early July to prepare mailers. Discuss any changes to Bubblethon by April Monthly Meeting.
* Determine a preliminary budget with Treasurer(s) and review it with the principals
* Teacher Survey & Parent Survey sent out

*Other Duties as needed (throughout the school year):*

Assist with management/maintenance of the OneDrive database of documents, forms, spreadsheets.

Obtain COI’s for all partnering businesses throughout the year.

Complete school board policy forms (Bubblethon, Banner approval, Small Games of Chance, etc…)

Handle Facebook posts throughout the year

Monthly Teacher update emails

Help with afterschool events and special events in planning and implementation (i.e. IFES Fall Fun Fest & Spooky Party, Winter Holiday Event, Holiday Market, Luau, Scholastic book fairs, conference meals, teacher appreciation week, Spring Fling, etc) .

Assist with review and update of SMPTO By-Laws every 2 years as well as the policies Whistleblower, Record Retention, Bounced Checks and Credit Card Policies

Assist with providing fundraising updates during **Bubblethon** by copying and distribution of information (i.e. student packets, periodic classroom totals; filling in fundraising thermometer). Help with Bubblethon Kick-Off events; periodic student excitement events and the actual fitness events at each school. Assist with donation collection, counting and tallying during the Bubblethon Fund Raising period. Assist with sorting and distribution of Bubblethon prizes earned for all students.