



Sandy Ridge Elementary

PTO Executive Board

Sandy Ridge Elementary PTO's President will....

- Be the public face of the PTO
- Serve as the primary contact for the Sandy Ridge Elementary Staff and maintain a positive working relationship
- Be familiar with the PTO's Bylaws and ensure the PTO follows and is in compliance with the Bylaws as well as all NC and federal regulations
- Schedule, serve as the moderator for, and run PTO Executive Board and General Meetings
- Set agenda items for PTO Executive Board and General PTO Meetings (with input from all Executive Board members)
- Be final set of eyes on all communication sent out on behalf of the PTO
- Represent the PTO at meetings outside of the school or the organization
- Serve as a check and balance for the PTO's Treasurer
- Act as liaison with the School Improvement Team and determine ways to partner throughout the year
- Assist the PTO President-Elect (typically nominated in Spring) in the process of learning the role of PTO President
- Document important information throughout the year to pass along to incoming President
- Serve as an ex officio member of all committees except the nominating committee
- Coordinate the work of all the officers and committees so that the purpose of the Organization is served

Sandy Ridge Elementary PTO's Treasurer will...

- Be familiar with the PTO's Bylaws
- Collect all monies received by PTO and deposit into the PTO bank account in a timely manner
- Receive and pay invoices / bills
- Keep accurate record of receipts and expenditures, and disperse funds with the approval of the Executive Board
- Present financial statement at every Executive Board and General Meeting and at other times of the year when needed
- Produce full financial report at the end of the year
- Ensure all financial and tax filings are made
- Create budget for upcoming school year and present at General Meeting
- Serves as main point of contact for PTO Accountant and provides regular reporting throughout the year
- Attend PTO Executive Board Meetings
- Document important information throughout the year to pass along to incoming Treasurer
- Train incoming Treasurer and be available the following year for questions



Sandy Ridge Elementary PTO Executive Board

Sandy Ridge Elementary PTO's Secretary will...

- Be familiar with the PTO's Bylaws
- Maintain all important PTO records
- Prepare meeting agendas and record meeting minutes from Executive Board Meetings
- Prepare meeting agendas, record meeting minutes, and post minutes from General Meetings
- Assist PTO President on as needed basis
- Write and send Thank You's from PTO to all community partners and committee chairs
- Oversee PTO Membership Chair / Membership Committee, including membership recruitment, maintenance of membership lists, member benefits
- Attend PTO Executive Board Meetings
- Document important information throughout the year to pass along to incoming Secretary
- Train incoming Secretary and be available the following year for questions

Sandy Ridge Elementary PTO's VP of Committees will..

- Be familiar with the PTO's Bylaws
- Recruit volunteers to serve on year-long committees and one-time event committees
- Oversee, and help as needed, the year-long committees that support the SRE staff, students and families, including Room Parents, Yearbook, Teacher Appreciation, School Spirit, Spread the Love, Volunteers, etc.
- Oversee committees responsible for organization and execution of one-time events that help bring the SRE community together, such as Kindergarten Social, Fall Family Fun Night, Gingerbread Night, Valentine Social, Earth Day, 5th Grade Celebration, Sporting Events, etc.
- Act as a liaison for above committees and provide updates at PTO Executive Board Meetings
- Attend PTO Executive Board Meetings
- Document important information throughout the year to pass along to incoming VP of Committees
- Train incoming VP of Committees and be available the following year for questions

Sandy Ridge Elementary PTO's VP of Fundraising will..

- Be familiar with the PTO's Bylaws
- Solicit local businesses for sponsorship then manage fulfillment of their sponsorship package (i.e. sponsor banners, social media marketing, etc)
- Manage any large fundraising efforts, via a committee, such as Boosterthon, Direct Give Campaign, Basket Raffles, Square 1 Art, Jump the Line, etc.
- Organize school Spirit Nights / Events with local businesses
- Set up and maintain School Reward Programs with businesses such as AmazonSmile, Publix
- Oversee the Spirit Wear store and Spirit Sticks
- Be the SRE PTO representative for the Run for the Ridge committee
- Act as a liaison for the above committees and provide updates at PTO Executive Board Meetings
- Attend PTO Executive Board Meetings
- Document important information throughout the year to pass along to incoming VP of Fundraising
- Train incoming VP of Fundraising and be available the following year for questions



Sandy Ridge Elementary PTO Executive Board

Sandy Ridge Elementary PTO's VP of Communications will..

- Be familiar with the PTO's Bylaws
- Act as liaison for any committees under this VP role and provide committee updates at PTO Board Meetings
- Manage the SRE PTO website by updating content on average 1 time a week
- Communicate with SRE families via the SRE PTO social media channels (Instagram, Facebook, Twitter) by writing and posting relevant, informational, and creative content approximately 4-6 times a week as well as interacting with follower comments
- Send PTO news to Room Parent Coordinator once a week so distribution can occur via Room Parents
- Send PTO news to Principal once a week for inclusion in Sunday SRE email blasts
- Manage sign-ups for the Spirit Rock
- Attend PTO Executive Board Meetings
- Document important information throughout the year to pass along to incoming VP of Committees
- Train incoming VP of Communications and be available the following year for questions

Sandy Ridge Elementary PTO's Historian will...

- Act as an advisor to the President and Executive Board
- Spearhead the Nominating Committee
- Attend PTO Executive Board Meetings
- Be held by previous year's President