



Lily Lake PTO Officer Job Descriptions

President/Co-President*

- Responsibilities:
 - Develop PTO meeting agenda and preside at all meetings
 - Serve as liaison between school and PTO
 - Serve as primary contact for outside groups
 - Oversee and provide support to all PTO functions and activities, such as:
 - Family Fun Nights
 - Fundraisers
 - Lily Lake Carnival
- Tasks:
 - Create monthly meeting agenda
 - Volunteer recruitment for activities and events
 - Fundraiser research, oversight and execution
 - Regular communication with school and principal
 - Creation of weekly newsletter bit
 - Creation of any Friday folder information
 - Facebook maintenance including posting, responding, and updating
 - Financial oversight and decision making
- Skills Required:
 - Ability to delegate responsibilities as necessary
 - Ability to speak and engage in public dialogue
 - General computer knowledge-email, Microsoft office, and Facebook
- Commitment Expectations:
 - Serve a minimum of a 2-year term
 - Attend all PTO meetings and PTO sponsored events.
 - Serve as an ambassador to Lily Lake Elementary
 - Monthly Time Commitment: 30-40 hours a month

*Co-President's tasks would be determined by and between the 2 individuals.

Treasurer

- Responsibilities:
 - Manage PTO finances
 - Ensure fiscal responsibility of the organization
- Tasks:
 - Prepare monthly financial statements
 - Complete monthly bank reconciliation
 - Prepare financial reports as required
 - Serve as liaison between bank and PTO
 - Prepare checks and deposits



- Process fund requests
- Oversee all yearly tax filings and IRS reporting information
- Skills Required:
 - General knowledge of accounting software. Quickbooks experience preferred.
 - Fluent in Microsoft excel and other computer programs-email, Microsoft suite. Experience with cloud based programs preferred.
- Commitment Expectation:
 - Serve a minimum of a 2-years
 - Attend all PTO meetings and PTO sponsored events.
 - Serve as an ambassador to Lily Lake Elementary
 - Monthly Time Commitment: 10-15 hours a month

Secretary

- Responsibilities:
 - Provide communication support to PTO.
- Tasks:
 - Take minutes at all PTO meetings
 - Review PTO meeting agenda prior to distribution
 - Support Facebook maintenance by updating, posting and responding as directed
- Skills Required:
 - Fluency in computer programs-Microsoft Word, email, and Facebook
 - Strong communication skills
- Commitment Expectation:
 - Serve a minimum of a 2-year term
 - Attend all PTO meetings and PTO sponsored events.
 - Serve as an ambassador to Lily Lake Elementary
 - Monthly Time Commitment: 5-10 hours a month