

Please find descriptions about the PTO officer positions below. As you are reading about the various roles, please also keep in mind that no matter your role, your voice as a board representative of Tillman PTO matters! You'll participate in setting the PTO budget, and will also shape PTO programming & events that have a direct impact on our Trailblazer community. Thank you!

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PTO Co-Presidents: As a team of two, the Co-Presidents represent the organization in various settings and lead the goal-setting and budgeting process. The Co-Presidents have oversight of all PTO functions and ensure that the activities of the organization meet the goals and stay within the budget. Other duties include, but are not limited to:

- Developing and facilitating training for PTO volunteers.
- Planning and facilitating PTO Board and Membership meetings.
- Serving as liaisons to Tillman administration and Kirkwood School District administration.
- Serving as liaisons/supports to other board members and committee chairs.
- Answering the Tillman PTO email account.
- Facilitating the Tillman PTO staff grant process.

PTO Co-Vice Presidents: The Co-Vice Presidents play a supportive and learning role on the PTO Board. The Vice Presidents will work with the Co-Presidents on the goal-setting and budgeting process and will observe the Co-Presidents in completion of their duties in order to prepare for the role of Co-President the following academic year. In addition, each Vice President will serve as a liaison and support to 6-8 PTO committees.

PTO Secretary: The Secretary helps keep PTO communication flowing! They collaborate closely with the Co-Presidents & the school's administrative team, and routinely communicate with PTO committee chairs. The Secretary's primary focus is to facilitate timely and accurate PTO communication to the school administration, teachers, staff, committee volunteers, and school families. The Secretary's duties include, but are not limited to:

- Coordinating PTO committee updates with the Co-Presidents and Co-VPs on a weekly basis for inclusion in the school's Wednesday email update.
- Updating the PTO website via the district's Blackboard platform.
- Keeping meeting minutes for board meetings and membership meetings, and posting notice of in-person PTO membership meetings in front of the school.

- Drafting the PTO committee chair roster, as well as drafting and maintaining the PTO calendar of events for the school year.
- Posting committee updates submitted by committee chairs to Tillman PTO's Facebook page.

PTO Treasurer Roles: You don't need a finance degree to be a PTO treasurer, simply a willingness to help keep PTO's finances in order. Read on to learn more about the various treasury positions available:

- *The Accountant:* Enters all transactions in QuickBooks; generates reports; monitors budget & balances bank statements; shares reports and bank statements on a monthly basis with the PTO Co-Presidents.
- *The Bill Payer:* Pays bills and reimbursements; deposits money in the PTO bank account; provides a cash box for in-person events; checks treasurers' email and treasurers' physical mailbox in the school office.
- *The Online Store Manager:* Adds products (examples: Express Fund, yearbook orders, & Spiritwear) to PTO's MySchoolBucks online store; generates reports of sales; checks sales against PayPal receipts; keeps track of online orders, and combines them with orders received by the Bill Payer.

PTO Committee Involvement: PTO is also made up of several committees that help support the Tillman community and its programs and community-building efforts. Due to COVID-19, some of these committees are tentatively scheduled for the 2021-22 school year, but this list should give you an idea of the types of opportunities that are available. We are hopeful that several of our Tillman PTO events may once again be safe to organize for next school year. Please let us know if any of these committees are of interest to you or if you would like more information about what these committees do.

- Buzz Book
- Expressfund (online fundraising campaign)
- Fallapalooza (our annual Fall fun festival)
- Field Day
- Fundraising (Box Tops & Restaurant Nights)
- Greentree Parade Float
- Kids Who Care
- KSD Foundation Liaison
- Meet the Teacher Night
- New Family Welcome
- Outdoor Beautification
- Parent Info Night
- Picture Day
- KSD NOW
- Room Parent Coordinator

- Spiritwear
- Staff Appreciation
- Sustainability
- Trivia Night
- UNITE
- Yearbook
- 5th Grade Celebration
- 5th Grade Fun Day
- School-wide and grade-level Community Building