

## **PTO Job Description Document**

The purpose of this document is to detail a list of the PTO's current roles and offer a description for each. The roles and descriptions are subject to change, based upon the needs of the organization.

The Mission of the PTO is to seek resources to strengthen, enhance and encourage the educational and social experience at Ben Franklin Academy. The resources primarily will be directed toward educationally focused goals. The BFA PTO exists to promote the overall success of Ben Franklin Academy. The BFA PTO will be managed by the Executive Officers, who will represent the charter with input from parents, student, staff and the community at large.

Every parent and legal guardian of a student enrolled in BFA or the preschool is welcome to participate in the PTO. There are three types of PTO members—Executive Officers, Elected Committee Chairs and Non-elected Committee Managers.

Executive Officers – The officers of the PTO are generally elected by the BFA parent community. The Officers make up the voting members of the PTO. They serve a two-year term and their appointments are staggered to ensure continuity.

The Executive Officers include:

President

Vice President

Treasurer

Secretary

Fundraising

Social

Room Parent

Elected Committee Chairs – The Committee Chairs are elected annually by the parent committee and are non-voting members of the PTO. They fulfill important roles within the PTO and the BFA Community. Committee Chairs are expected to perform their respective roles in a timely and professional manner, attend most PTO meetings, communicate any problems or issues to the Executive Officers and offer suggestions and feedback to the Executive Officers, as necessary. Up to two

individuals may serve as co-chairs.

Elected Committee Chairs include:

BFA Business Professionals Committee Chair  
Birthday Committee Chair  
Box Top Committee Chair  
Faculty Committee Chair  
Grocery (Target/King Soopers/Safeway) Committee Chair  
Lunch Committee Chair  
Lunch/Carpool Volunteer Committee Chair  
Middle School Social Committee Chair  
Restaurant/Spirit Night Committee Chair  
Teacher Appreciation Committee Chair  
Uniform Buy Back Committee Chair  
Virtues Awareness Committee Chair  
Yearbook/School Pictures Committee Chair

Non-Elected Committee Managers – The Executive Officers appoint committee managers as needed. These individuals are essential to helping the PTO achieve its objectives. They are expected to perform their respective roles in a timely and professional manner, attend most PTO meetings, communicate any problems or issues to the Executive Officers and offer suggestions and feedback to the Executive Officers, as necessary.

These positions are made public through PTO meetings and/or other communications to parents. If a BFA parent is interested in one of these positions, they should submit a nomination form to the President, Vice President or Secretary expressing their interest in a position. All nominees will complete a short questionnaire and the Officers will vote on the positions each spring. Each Committee Manager is a one-year term and up to two individuals may choose to serve for any of the positions as co-managers.

Committee Managers:

Baking Committee Manager  
Ben's Brigade Committee Manager  
Benefit Bash Procurement Committee Manager  
Benefit Bash Auction Item Storage Committee Manager  
Benefit Bash Assistant Committee Manager  
Carpool Committee Manager  
Father/Daughter Dance Committee Manager  
Harvest Festival Committee Manager  
Hearing/Vision Screening Committee Manager  
Hospitality Committee Manager  
Middle School Fund-raising Committee Manager  
Marketing/Articles Committee Manager

Marketing/Fliers Committee Manager  
 Bulletin Board Committee Manager  
 Mother/Son Event Committee Manager  
 BFA Online Store Committee Manager  
 Social Media Committee Manager  
 Spirit Wear Committee Manager  
 Sponsor Committee Manager  
 Volunteering Committee Manager  
 Welcoming Committee Manager

**Executive Officer Job Descriptions**  
 (Highlighted Descriptions are up for election.)

<p>President</p>	<p>The President presides over meetings for the BFA PTO and Executive Officers. The President serves as the primary contact for the Principal, represents BFA PTO at meetings outside of the BFA PTO, serves as a voting member of all BFA PTO committees and coordinates the work of all the Executive Officers and committees serving the organization. The President is also responsible for communicating with the Principal, Assistant Principals and the BFA Board. The President must complete a background check.</p>
<p>Vice President</p>	<p>The Vice-President assists the President in the administration of all BFA PTO duties. In the absence, resignation or inability of the President to serve, the Vice-President will have the power to perform the duties of the President. The Vice-President is responsible for designing and implementing the PTO's volunteer appreciation program. The Vice President is the point person for implementation of the BFA directory. This individual assists the president with various ad hoc tasks, including: teambuilding and planning thank-you events for the PTO, working with various school committees to develop the parent event calendar, sending out sign-up genius requests and attending meetings with the President, as necessary. In addition the Vice-President is responsible for receiving and reporting on the progress of all funding requests.</p>

Secretary	The Secretary keeps all records and minutes of all meetings, and distributes them in a timely manner. The Secretary maintains all files of minutes, agendas and voting records. The Secretary also maintains the vote list. The Secretary updates forms to ensure the most current forms are available to the PTO members and are posted on the web site (Contact lists, bylaws, job descriptions). The Secretary manages the election process each year and ensures the necessary background checks are completed. The Secretary is also responsible for fulfilling all funding requests.
Treasurer	The Treasurer should have a background in Accounting, Finance or a similar discipline. The Treasurer will receive all funds on behalf of the PTO as well as keep an accurate record of receipts and expenses. The Treasurer will pay our bills and funding requests in a timely manner. In addition, he/she will prepare financial statements and serve as the financial advisor for all fund-raisers and fund-disbursements. The Treasurer will work with the Executive Officers to prepare a budget and ensure it is distributed to all Executive Officers in a timely manner. The Treasurer will also ensure annual taxes are filed on time, including contacting a CPA as needed. The Treasurer will undergo a background check.
Social Coordinator	The Social Coordinator oversees and manages the Social Events of the PTO including: Harvest Festival, Ben Franklin's Birthday, Father/Daughter Dance, Mother/Son Event, Field Day and Pirates Cove (?). The Coordinator is responsible for working closely all parties involved in the event, including the event manager. They also schedule dates, in collaboration with the PTO Board, for all PTO Social Events prior to the school year.
Fund-raising Coordinator	Fund-raising Coordinator is the administrator for all fund-raising activities. The Fund-raising Coordinator plans, organizes, promotes, implements, and evaluates all campaigns and activities related to the goal of raising money for BFA and its students. The Fund-raising Coordinator maintains the annual plan for fund-raising for K-8th for the entire school year.

	<p>The Fund-raising Coordinator will establish an event procedure for each event. The Fund-Raising Coordinator will also develop, appoint, organize, and help execute any volunteer committees associated with any K-8th fund-raisers. The Fund-Raising Coordinator oversees and provides supervision and guidance to fund-raising committees as they complete their necessary tasks.</p>
<p>Room Parent Coordinator</p>	<p>The Room Parent Coordinator is the administrator for all room-parent activities. They update the training manual each year and train all the BFA room parents. They recruit and support all BFA room parents and assistant room parents for grades K-5. They coordinate with the Middle School Assistant Principal as well and communicate important activities/dates as needed. The Room Parent Coordinator ensures consistency in all classrooms with regard to classroom parties, activities and general communication to classroom parents. They establish an event procedure for each event.</p>

**Elected Committee Chairs  
Job Descriptions**

<p>BFA Business Professionals Committee Chair</p>	<p>The Business Professionals Network is a parent group within the Parent Teacher Organization focused on gathering the professional and business-minded BFA community together to build a working inventory of skills, services, and talents of the participating group members within our Parent Community. Responsibilities include: Maintaining and organizing an online community of professionals under the Ben Franklin Academy group on LinkedIn; Schedule, promote and organize a quarterly event for the Professionals Network; and be the point of contact for the Professionals Network for the school.</p>
<p>Birthday Committee Chair</p>	<p>This position involves addressing and distributing birthday cards to all the faculty and staff at BFA. This chair needs to be able to put together around 90 cards and bring them to the front office to be distributed in the appropriate boxes on a monthly basis. Responsibilities</p>

	include: contacting the front office to get a list of birthdays; purchasing, addressing and distributing birthday cards; purchasing gift cards to include in each card; bringing the cards in on a monthly basis to school to be distributed.
Box Top Committee Chair	To plan and carry out activities designed to maximize collections and benefits of the Box Tops for Education, Labels for Education, Tyson Project A+, and Coke rewards programs. Key responsibilities and accountabilities: 1. Communicate due dates, promotions, contests, guidelines, updates, and any other applicable news to BFA families, teaching staff, and PTO. Provide updates as needed to PTO and for newsletters. Keep messages current on websites. 2. Register annually for above programs. Abide by guidelines standing with the fundraising organizations. 3. Establish annual Box Top fundraising goal and provide figure to the PTO Officers. 4. Determine "monthly collection dates and contests. 5. Establish/maintain system to track individual/classroom participation with Box Tops in order to reward top earners. 6. Coordinate volunteer printing of collection sheets and/or other materials as needed. Arrange for volunteers to count, bundle, and prepare Box Tops and labels for submission. 7. Train new Box Top volunteers 8. Ensure that program deadlines are met and submissions are sent on time. Abide by the rules of the program(s). Maintain supplies of tape, glue, scissors, submission sheets, etc. 9. Monitor submission status on websites. 10. Attend monthly PTO meetings and present updates as needed.
Faculty Committee Chair	Acts as a liaison between the Faculty/Staff and the PTO for any needs, concerns or feedback. Attend monthly PTO meetings.
Grocery (Target/King Soopers/Safeway) Committee Chair	Promote and track the usage of the King Soopers, Safeway and Target gift card programs. Ensure that enough King Soopers and Safeway cards are on hand for purchase. Keep the cards secure as they are a PTO asset. Manage and respond timely to online grocery card sales.

Hearing and Vision Committee Chair	Coordinate Vision and Hearing screenings for the school. Work with the school nurse to set up the event. Organize parent volunteers and communicate their roles and expectations. And, be at the event to ensure it goes smoothly.
Lunch Committee Chair	Is the point of contact for the school and the lunch program. They will organize or work with the Lunch/Carpool Volunteer Committee Chair to communicate lunchroom volunteer needs. If they are available, they will fill in as needed during the lunch period. The Committee Chair will be responsible for suggesting which vendor the school will enter into contract with (if applicable). The lunch program chosen must be approved by the PTO Executive Board of Officers. A brief survey should be done annually or bi-annually to ensure satisfaction with the current vendor.
Lunch/ Carpool Volunteer Committee Chair	Set up volunteer signups in Help Counter for lunch and carpool. Check weekend prior to upcoming week in Help Counter for status of lunch/carpool volunteer signup. If necessary, send email requests/posts asking for additional volunteers. Monitor gmail account.
Middle School Social Committee Chair	Oversees and manages social events for the Middle School (MS) including: holiday parties, MS Dance and other MS events as determined Responsible for setting up and sending out Signup Genius to request items and volunteers. The Chair works closely with the MS Vice Principal and MS party/planning elective teachers/students. Also schedules dates, in collaboration with the PTO Board, for all MS Social Events prior to the school year.
Restaurant/Spirit Night Committee Chair	Organize fundraising opportunities at local restaurants, ensuring that we get the best percentage possible. Track past restaurant nights to determine which are the most successful. Help ensure restaurants send proceeds, as promised. Organize the events in a timely manner and communicate them to the Officers, social media and marketing volunteers.

<p>Teacher Appreciation Committee Chair</p>	<p>Responsible for recognizing school staff/teachers throughout the year by organizing events as well as Staff Appreciation Week (as determined) and Teacher Appreciation Week (as determined). Chair will coordinate meals/baking items with the Baking Committee. Works closely with class Room Parents to organize Staff and Teacher Appreciation recognition to ensure effective communication to families as well as gift collections and distributions.</p>
<p>Uniform Buy Back Committee Chair</p>	<p>Organize several used uniform sales throughout the year. Update all forms and fliers; ensure the sales are well communicated and marketed and that the appropriate documents are posted online. Also, ensure accurate records of transactions are sent to the PTO Treasurer in a timely manner for processing. Receive and track all uniforms to be sold with the appropriate paperwork. Maintain inventory and/or donate/return items not sold, per the customer's request.</p>
<p>Virtues Awareness Committee Chair</p>	<p>This position involves providing all students K-8 with monthly flyers regarding one of the virtues of month along with a small gift. Responsibilities include: designing monthly flyers for each student regarding virtue of the month; choosing and purchasing a small gift to be provided with the flyer; sorting and distributing flyers into teacher in-boxes by Wednesday noon; and providing receipts and reimbursement forms to PTO treasurer for reimbursement</p>
<p>Yearbook/School Pictures Committee Chair</p>	<p>This position involves organizing and promoting yearbook sales and parent volunteers and acts as a liaison between yearbook advisor and the school community. This chair requires continual communication and support for the yearbook advisor, yearbook company, the parent community, BFA staff, parent volunteers, and the PTO. In addition, this position is responsible for organizing individual, class, and sports pictures and acts as a liaison between parent community and school photographer. You will be working and communicating directly with the school photographer as well as BFA staff to ensure portrait dates are set, performed to certain standards, and that deadlines are met.</p>

**Non-Elected Committee Managers  
Job Descriptions**

<p>Baking Committee Manager</p>	<p>Determine which Ben Franklin Academy parents wish to volunteer for the Baking Committee and maintain current communication lists (Gmail, Signup Genius). Handle requests for school-wide food/beverage support from PTO Officers and other Ben Franklin Academy personnel and communicate these volunteer opportunities to interested parents in a timely manner.</p> <p>Handle requests for individual family hardship meals from the PTO President and communicate these volunteer opportunities to the Baking Committee. Ensure all requests are adequately covered and communicate to the Officers if there is an issue.</p>
<p>Ben's Brigade Committee Manager</p>	<p>Ben's Brigade is a parent group within the PTO focused on gathering the skills, talents and professions from the BFA Community to help with various maintenance and or other projects for the school. The Manager schedules, organizes and promotes events for the Committee and is the point of contact for Ben's Brigade. Any questions or suggestions about the committee will be directed to the Manager. The Manager will be responsible for reporting the progress of the Committee and its intended work dates to the PTO. The Manager is required to attend monthly PTO meetings .</p>
<p>Father/Daughter Dance Committee Manager</p>	<p>Oversee the planning and execution of the annual BFA Father/Daughter Dance, usually held in February. Work</p>

	<p>closely with the PTO Social Coordinator, as well as requesting assistance from other PTO Chairs and Coordinators to arrange the details of the event.</p>
Harvest Festival Committee Manager	<p>Oversee the planning and execution of the annual BFA Harvest Festival, usually held in late September. Work closely with the PTO Social Coordinator, as well as requesting assistance from other PTO Chairs and Coordinators to arrange the details of the event.</p>
Hospitality Committee Manager	<p>This position is internal to the PTO. Its aim is to make the PTO a welcoming experience for all members, and involves greeting members, coordinating introductions, and making everyone feel included. This chair needs to be approachable, comfortable approaching others, and in contact with the PTO Board to assist with planning of PTO social events. Responsibilities include</p> <ul style="list-style-type: none"> <li>welcoming members to the meetings;</li> <li>providing name tags and coordinating introductions between members;</li> <li>purchasing inexpensive snacks at several of the meetings;</li> <li>planning and executing several ice-breaker exercises throughout the year and providing new PTO members with a gift (notebook/pen) and goodies at the first meeting.</li> </ul>
Middle School Fund-Raising Committee Manager	<p>The Manager will plan, organize, promote, implement and evaluate campaigns, activities and duties with the goal of raising money for BFA Middle School and its students. Manager works closely with the MS Vice Principal and MS Staff to understand ongoing funding needs and</p>

	design campaigns to support those needs. Presents/proposes ideas to the BFA Fundraising Committee at monthly meeting. Work with PTO Treasurer to provide proper documentation to account for fundraising results as well as documenting pro rata share of fundraising activities attributable to participating students to use towards class trips. Communicate with PTO as to ongoing progress of committee, activities and dates. Attend monthly PTO meetings.
Marketing Committee Manager	This position involves promoting upcoming PTO events and programs. This chair needs to be in contact with various Committee Chairs and Coordinators of the PTO to provide updates for the parent community regarding events and programs. Responsibilities include designing and printing flyers for events; sorting and distributing flyers into teacher in-boxes by Wednesday noon; and placing event flyers in the locked glass display near office. In addition, this individual, creates event posters to be placed on the carpool sandwich boards updates the PTO bulletin board and emails the middle school vice-principal the event flyer PDF's for that weeks' events.
Mother/Son Event Committee Manager	Oversee the planning and execution of the annual BFA Mother/Son Event, usually held in April. Work closely with the PTO Social Coordinator, as well as requesting assistance from other PTO Chairs and Coordinators to arrange the details of the event.
BFA Online Store Committee Manager	This is the Manager of the BFA online store ran by the PTO. The store is supported and built by Volusion.com. We have a free, lifetime account that

	<p>was granted to us by Volusion in 2011. Works with a various other PTO Coordinators and Chairs to provide customized reporting and data downloads from the store database. Manager should have familiarity with web site technologies and be comfortable with downloading data and importing it in various forms (Access, Excel, etc.). Acts as the top level troubleshooting and contact with Volusion support for issues and problems encountered in the store. Helps other PTO Coordinators and Chairs with training on various aspects of the online store. Builds products in the store and/or assists with creation of new products. Updates Access reporting system as necessary. Assists with store related requests and services as necessary.</p>
<p>Social Media Committee Manager</p>	<p>Update the BFA PTO web site weekly regarding PTO events. Post all documents, including agendas, minutes and financial reports in a timely manner. Assist with coordinating all social media for PTO events such as the Harvest Festival, Fun Run, Benefit Bash, Mother/Son Event, Father/Daughter Event and Ben’s Brigade events.</p>
<p>Spirit Wear Committee Manager</p>	<p>Update the <a href="http://www.bfacademystore.org">www.bfacademystore.org</a> website with produce information. Check website <a href="http://www.mail.volusion.com">www.mail.volusion.com</a> for order emails and customer inquiries in email account <a href="mailto:storeinfo@bfacademy.org">storeinfo@bfacademy.org</a>. Bag label and deliver orders to BFA to be sent home with students. Process exchanges. Run monthly reports from the store website to ensure that all orders placed have been filled. Maintain inventory and make orders as</p>

	necessary through current vendors (Educational Outfitters & DC Designs). Forward vendor invoices with proper forms to PTO Treasurer to pay. Sell spirit wear merchandise at PTO functions (Registration, Back to School Night). Ensure that spirit wear to be worn at school conforms to BFA Board of Directors Uniform Policy.
Volunteering Committee Manager	Produce reports from the volunteer tracking system, ensuring they contain the correct data and are easy to understand. Work with the vendor on issues, as necessary. And, work closely with the PTO Vice President who primarily requests the reports.
Welcoming Committee Manager	This position involves promoting upcoming PTO events and programs. This chair needs to be in contact with various Committee Chairs and Coordinators of the PTO to provide updates for the parent community regarding events and programs. Responsibilities include emailing new families as they join BFA; coordinating new family events/forums; coordinating Mom's Night Out Events; attending new family events; creating and distributing new family welcome gifts; and welcoming long term substitutes.