

Franklin Randall PTO - Board Positions

Email the board for more information: franklinrandallptoboard@googlegroups.com.

	Description
President	Oversee all PTO activities, including finances and events. Lead monthly PTO meetings. See PTO bylaws for more details.
Vice-President	Acts as an aide to the president and performs the duties of the president in their absence.
Secretary	Record and distribute meeting minutes.
Treasurer	Responsible for all PTO funds; see bylaws for more details.
Fundraising Co-chair	Lead the Fall Fundraising drive by creating fliers and writing regular newsletter articles and Facebook posts. Track donations and send out thank you notes. Main workload is Oct - Jan.
Volunteer Coordination Chair	Recruit volunteers for PTO activities/events/board/etc. Match volunteers with opportunities in alignment with their skills and interests.
Community Engagement Chair	Plan events to build community engagement, including PTO community meetings and social events.
Events Chair	Plan social events to build community, coordinate with committees for the Glow Ball, movie nights, playground meet ups, and kindergarten meet ups.
Communications Chair	Coordinate PTO communications through the newsletter, website, Facebook and Google group.
At-Large Member	Attend meetings, assist as needed and perform duties as assigned.