

Resurrection Catholic School PTO Board Members

The PTO Board shall consist of the following:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Member-at-Large
- F. Communications Chair
- G. Hospitality Chair(s)
- H. Activities Chair(s)
- I. School Rewards Chair
 - a. AR Store Chair
- J. Trash Bag Chair(s)

Brief Summary of Duties of the PTO Board Members

President: Preside at all meetings of the PTO and perform duties described in by-laws or designated by the organization

Vice President: Act as an aid to the President, and in the absence of the President, assume the responsibilities of the President

Secretary: Keep minutes of all meetings; perform other duties as required by PTO

Treasurer: Receive all monies for the organization; keep accurate accounts of the moneys and pay all bills. Treasurer will also publish annual financial reports and reimburse approved expenses.

Member-at-large: Purchase and distribute teacher birthday gifts; perform other duties as assigned

Communications: Produce regular newsletters; provide information to parents and teachers regarding PTO, school, and involvement opportunities

Hospitality: Work with co-chair to organize hospitality for school staff during, but not limited to, events such as Back to School Week, conference weeks, and teacher appreciation week

Activities: Plan and coordinate at least 2 activities per school year, as well as monthly dinner night fundraisers

School Rewards: Coordinate, promote, and submit all school rewards programs (Box Tops, Tyson Labels, and Dillons Rewards)

AR Store: Purchase student prizes within the given budget; hold quarterly AR Store for students to shop with AR points earned

Trash Bags: Coordinate yearly trash bag sales as the primary PTO/RCS fundraiser