

Attn: Barley Sheaf, Copper Hill, Desmares & Robert Hunter

4th Grade Parents

Welcome to the Reading Fleming Intermediate School family!

We would like to invite 4th grade parents to become involved with the RFIS PTO. Each year, it is critical that new families step up and run for office in the RFIS PTO Board elections to ensure the continuity of programs for students and teachers. Because our kids are only at RFIS for two years, our PTO Board leadership has a higher rate of turn-over than the elementary schools. We rely on the involvement of each year's incoming families to keep the PTO vibrant and strong.

Please consider running for a position on the RFIS PTO Board for the **2024-2025** school year and voting in our election on June 4th for : **President, Vice President, 5th Grade Treasurer, 6th Grade Treasurer, Secretary, 5th Grade Liaison, and 6th Grade Liaison.** (Job descriptions attached)

We welcome you to attend our General PTO meeting via zoom on May 7th at 7 pm for additional information and to ask any questions. You must email your **self-nomination to rfispto1@gmail.com by May 13th to be placed on the ballot.**

There may not be homeroom parents in 5th and 6th grade, but the PTO provides many of the same experiences for teachers and students. We sponsor student activities, organize teacher appreciation gifts and events, supplement the 6th grade class trip, and work with the school to promote Husky Pride.

We look forward to our 4th grade parents' involvement in making great memories for all of our RFIS Huskies!



With Thanks, 2023-2024 RFIS PTO Board



RFIS PTO Executive Board Job Descriptions

The President/Co-President shall:

1. Serve as leader and key contact for the PTO.
2. Direct PTO correspondence to appropriate PTO members.
3. Plan executive board meetings and Present the agenda.
4. Obtain and review all contracts between PTO and outside organizations
5. Preside at all PTO meetings.
6. Coordinates events/fundraisers with all other executive board members and school administration so that the PTO's objectives can be met.
7. Along with the treasurer the president can sign checks for distribution/payment, make deposits/debits. Sign and have access to all records/contracts.
8. review all material before it is sent out to the school community
9. Transfer all PTO information to the successor.

The Vice President/Co-Vice President shall:

1. Preside in the absence of the President/Co-Presidents at the general and special meetings.
2. Maintain committee chair list and volunteer list.
3. Review and distribute (or discard, if appropriate) all mail delivered to the PTO mailbox.
4. Plan executive board meetings and Present the agenda if needed.
5. Act as liaison to designated committee chairpersons
6. Turn all records and lists over to the successor.

The Secretary shall:

1. Record, report, and post all minutes of all meetings.
2. Notify members of general and special meetings.
3. Issue minutes to the Executive Board.
4. Take attendance at meetings.
5. Hold all meeting records.
6. Act as liaison to designated committee chairpersons.
7. Report all correspondences received and keep a record of all correspondences.
8. Review any document requested such as event flyers, special posts, that go out to the school community? Consult with the author about any comments before changes are made.

The Treasurer shall:

1. Keep accurate records of all financial transactions such as bank statements, receipts, insurance, etc. for the organization.
2. Disbursement of money with President/Co-President(s)'s approval.
3. Give a full Report at each business meeting.
4. Manage Venmo and PayPal accounts.
5. Pay all Bills and Deposit money.
6. Provide vouchers for items donated for PTO use.
7. Turn over all records once a year, or as necessary, to an auditor.
8. Transfer all records over to the successor.

Liaisons shall :

1. Act as a representative for all involved parties.
2. Develops and maintains a connection with all involved parties
3. Build and maintain mutually beneficial relationships.
4. Arrange and assist interaction between parties.
5. Provide communication as described by the President(s) of the Board.