

# RFIS PTO ELECTIONS

**June 7, 2023**

Join the  
RFIS PTO 23-24 Executive Board!  
President - Vice President - Secretary  
5th Grade Treasurer - 6th Grade Treasurer  
5th Grade Liaison - 6th Grade Liaison  
(Job descriptions attached)

**All board positions are voted on each year. Individuals who are interested in a board position must self-nominate no later than May 15, 2023 by emailing the PTO email address:**

**RFISPTO1@GMAIL.COM**

**Incoming 5th & 6th grade parents are welcome to participate in the elections.**

**Join us at our General PTO meeting on May 10th to learn more.**

**Election results announced by June 14th**

## 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 documents 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.