

Double Peak PTO Job Descriptions 2019-2020

President

Responsibilities include: serve as primary contact to the Principal; coordinate with administration to identify immediate and long-range goals; attend monthly board meetings; communicate with all board and committee members and provide support as needed; attend committee meetings as ex officio member; document revision and/or development; and represent the organization at additional meetings as necessary in the community/school district.

Vice President

The Vice President acts as an aid to the President and performs duties of the President if absent or unable to serve. The Vice President shall assist in overseeing the committee system of DP PTO.

Treasurer

The Treasurer is responsible for the financial oversight of the organization. Responsibilities include: coordinate with administration and President to identify immediate and long-range goals; attend monthly board meetings; budget management; financial reporting; banking, bookkeeping, and record keeping; proficiency in Excel and/or Quicken and/or Quickbooks; prepare and provide petty cash as needed; collect, recount, timely deposit, and disburse funds; and, follow procedures as set out in the Monetary Policies and Procedures.

Secretary

The Secretary understands the organization's mission and has strong organizational skills. Responsibilities include: preparation of agendas for board meetings; attend monthly meetings; keep detailed and accurate record of meetings; prepare and circulate meeting minutes; be prepared to read the record any previous meetings; track votes and approved email motions; and, review all correspondence received (mail, packages, phone calls, emails), as needed and distribute to the appropriate officer, and, respond as necessary.

Fundraising

Fundraising is both active and passive; the scope of tasks are numerous, which is why the position is ideally helped by two people, and sub-committees established depending on the scope of the fundraiser. Responsibilities include: attend monthly board meetings; calendar active and passive fundraising projections; attend proposed events; and, provide monthly reports concerning the status of the fundraisers. Active fundraising includes: identify prospects and opportunities; cultivate relationships with potential donors/ vendors; and plan, oversee, and establish committees, where needed, for fundraising events. Passive fundraising includes: seek out and manage sources for passive income, i.e.: AmazonSmile, BoxTops, etc.

Innovation

Innovation includes both on-site MakerSpace management and Innovation outreach. Responsibilities include: attend monthly board meetings; communicate with DPS Innovation department regarding

ongoing needs; ensure sufficient MakerSpace supplies for necessary items are stocked for class science, technology, engineering, and math (STEM) projects; professional innovation outreach to cultivate relationships with San Diego based innovation and technology companies.

Volunteer Coordination

The Volunteer Coordinator ensures the volunteer needs of our events and activities are fulfilled. Responsibilities include use of Sign Up Genius; attend monthly board meetings; facilitate communication with board members to determine the need for fundraisers and activities; prepare outreach prior to events, for circulation.

Activities

The Activities Coordinator(s) plan and organize fun, family-friendly events to bring our school community together. Responsibilities include: create themes, activities, and decorations for each school event; seek out and facilitate the hiring of vendors such as DJs, photographers, food trucks, etc.; plan communication to the school community about all events using social media, emails, and student leader phone calls. This position can be held by one person, although it is easier if shared by two people.

Spirit Wear

The DPS Spirit Wear Coordinator always brings a smile to DPS students. Responsibilities include: attend monthly board meetings; oversee and manage inventory; establish a schedule for sales, prepare for purchases, and maintain/develop relationships with vendors to facilitate future sales. The Spirit Wear Coordinator is also responsible for liaising with the DPS Athletics director to facilitate the purchase of PE uniforms.

Communication

Communication is central to all we do as a parent-teacher organization. Responsibilities include: develop and share PTO and Double Peak School related information via social media; attending monthly board meetings; and ongoing web page content updates and management.

Yearbook

The Yearbook Coordinator plans and prepares the DPS Yearbook. Responsibilities include: meet with yearbook company at beginning of school year to plan and develop a familiarity with program; obtain DPS and PTO calendar and outline dates for events and activities; coordinate to and/ or facilitate the taking of photographs; work with Sumner Photography as needed for school photographs; attend monthly board meetings; facilitate awareness for yearbook sales; and, plan communication relevant to yearbook needs. This position can be held by one person, although collaboration and sharing duties between two people are optimal.

Room Parent

The Room Parent Coordinator is central to classroom/ family/ PTO related communication. Responsibilities include: meet with Room Parents at beginning of school year; attend monthly board meetings; facilitate communication with teachers, TK-5th Grade Room Parents, Upper-Grade Room Parent Committee; and, coordinate needs for Teacher-Staff Appreciation week.