

## **PTO Job Description Document**

*last modified March 27, 2023*

The purpose of this document is to detail a list of the PTO's current roles and offer a description for each. The roles and descriptions are subject to change, based upon the needs of the organization.

The Mission of the PTO is to seek resources to strengthen, enhance and encourage the educational and social experience at Ben Franklin Academy. The recourse primarily will be directed toward educationally focused goals. The BFA PTO exists to promote the overall success of Ben Franklin Academy. The BFA PTO will be managed by the Executive Officers, who will represent the charter with input from parents, student, staff, and the community at large.

Every parent and legal guardian of a student enrolled in BFA or the preschool is welcome to participate in the PTO.

Executive Officers – The executive officers of the PTO are elected by the BFA parent community. The executive officers make up the voting members of the PTO. They serve a two-year term and their appointments are staggered to ensure continuity. With the exception of President and Treasurer, up to two individuals may choose to share a position.

The Executive Officers include:

- President
- Vice President
- Treasurer
- Secretary
- Social Coordinator
- Fundraising Coordinator
- Room Parent Coordinator

Elected Committee Chairs – The Committee Chairs are elected annually by the parent committee and are non-voting members of the PTO. They fulfill important roles within the PTO and the BFA Community. Committee Chairs are expected to perform their respective roles in a timely and professional manner, attend PTO meetings, communicate any problems or issues to the Executive Officers, offer suggestions and feedback to the Executive Officers, as necessary, and staff the BFA PTO tables at school events at least twice per year. Up to two individuals may serve as co-chairs of any position.

Elected Committee Chairs include:

- Birthday Committee Chair
- Restaurant/Spirit Night Committee Chair
- Teacher Appreciation Committee Chair

- Uniform Consignment Committee Chair
- Virtues Awareness Committee Chair
- Yearbook/School Pictures Committee Chair

Non-Elected Committee Managers – The Executive Officers appoint committee managers as needed. These individuals are essential to helping the PTO achieve its objectives. They are expected to perform their respective roles in a timely and professional manner, attend PTO meetings, communicate any problems or issues to the Executive Officers and offer suggestions and feedback to the Executive Officers, as necessary, and staff the BFA PTO tables at school events at least twice per year.

These positions are made public through PTO meetings and/or other communications to parents. If a BFA parent is interested in one of these positions, they should submit a nomination form to the President, Vice President or Secretary expressing their interest in a position. All nominees will complete a short questionnaire and the Officers will vote on the positions each spring. Each Committee Manager is a one-year term and up to two individuals may choose to serve for any of the positions as co-managers.

#### Committee Managers:

- Baking Committee Manager
- Benefit Bash Assistant Committee Manager
- Benefit Bash Procurement Committee Manager
- Ben's Brigade Committee Manager
- Bulletin Board Committee Manager
- Fundraising Assistant Committee Manager
- Franklin Fest Committee Manager
- Marketing Committee Manager
- Online Store Committee Manager
- Raise Right Committee Manager
- Social Media Committee Manager
- Spirit Rock Committee Manager
- Spirit Wear Committee Manager
- Sponsor Committee Manager
- Spring Social Committee Manager
- Sweetheart Ball Committee Manager
- Trunk-or-Treat Committee Manager
- Web Page Committee Manager
- Welcoming Committee Manager

## Executive Officer Job Descriptions

President	The President presides over meetings for the BFA PTO and Executive Officers. The President serves as the primary contact for the Principal, represents BFA PTO at meetings outside of the BFA PTO, serves as a voting member of all BFA PTO committees and coordinates the work of all the Executive Officers and committees serving the organization. The President is also responsible for communicating with the Principal, Assistant Principals and the BFA Board. The President is responsible for confirming that the BFA PTO annual taxes are properly prepared and filed. The President is responsible for all filings with the Colorado Secretary of State. The President must approve any contract for the BFA PTO entered into by an Executive Officer. The President may be subject to a background check.
Vice President	The Vice President assists the President and the PTO Board in the administration of all BFA PTO duties. In the absence, resignation or inability of the President to serve, the Vice President will have the power to perform the duties of the President. The Vice President is responsible for designing and implementing the PTO's volunteer appreciation program. The Vice President is the point person for implementation of the BFA directory.
Treasurer	The Treasurer should have a background in accounting, finance or a similar discipline. The Treasurer receives all funds on behalf of the PTO as well as keeps an accurate record of receipts and expenses. The Treasurer will pay out funds in a timely manner and in accordance with the approval of the Executive Officers Board. In addition, he/she will prepare financial statements and serve as the financial advisor for all fundraisers and fund disbursements. The Treasurer will work with the Executive Officers to prepare a budget and ensure it is distributed to all Executive Officers in a timely manner. The Treasurer will also ensure annual taxes are filed on time, including contacting a CPA, as needed. In the event of a financial audit, the Treasurer will serve as the primary contact.
Secretary	The Secretary keeps records and minutes of all meetings. The Secretary maintains files of all minutes, agendas and voting records. The Secretary is also

	<p>responsible for the maintenance of the vote list. The Secretary will make the minutes and vote list available to be published on the BFA web page within seven (7) days of the meeting. The Secretary will take attendance at all meetings, as well as maintain a current list of contact information for Executive Officers and Committee Chairs of the BFA PTO. The Secretary is responsible for ensuring that the Communication and Conflict Resolution Policy and Conflict of Interest Policy are completed by all Executive Officers and Chairs of the BFA PTO. The Secretary manages the election process each year and ensures that any background checks are completed, if needed.</p>
Social Coordinator	<p>The Social Coordinator oversees and manages the Social Events of the PTO including: Harvest Festival, Ben Franklin's Birthday, Sweetheart Ball, Spring Social and Field Day. The Social Coordinator is responsible for working closely with all parties involved in the event, including the event manager. They also schedule dates, in collaboration with the PTO Board, for all PTO Social Events prior to the school year.</p>
Fundraising Coordinator	<p>Fundraising Coordinator is the administrator for all K-8th grade fundraising chair positions of the BFA PTO. The Fundraising Coordinator plans, organizes, promotes, implements, and evaluates all campaigns and activities related to the goal of raising money for BFA and its students. The Fundraising Coordinator maintains the annual plan for fundraising for the entire school. The Fundraising Coordinator will establish an event procedure for each event. The Fundraising Coordinator will also develop, appoint, organize, and help execute any volunteer committees associated with any K-8th fundraisers. The Fundraising Coordinator oversees and provides supervision and guidance to fundraising committees as they complete their necessary tasks.</p>
Room Parent Coordinator	<p>The Room Parent Coordinator is the administrator for all room parent activities. The Room Parent Coordinator will update and submit the training manual each year and train all the BFA room parents. She/he will recruit and support all BFA room parents for grades K-5. The Room Parent Coordinator is responsible for ensuring consistency in all classrooms with regard to classroom parties, activities and</p>

	general communication to classroom parents. The Room Parent Coordinator is responsible for ensuring that each child in the school has a field day t-shirt size recorded.
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**Elected Committee Chairs  
Job Descriptions**

Birthday Committee Chair	Addresses and distributes birthday cards to all the faculty and staff at BFA. Puts together around 90 cards and brings them to the front office to be distributed in the appropriate boxes on a monthly basis. Responsibilities include: contacting the front office to get a list of birthdays; purchasing, addressing and distributing birthday cards; purchasing gift cards to include in each card; bringing the cards in on a monthly basis to school to be distributed.
Restaurant/Spirit Night Committee Chair	Organizes fundraising opportunities at local restaurants, ensuring that we get the best percentage possible. Tracks past restaurant nights to determine which are the most successful. Helps ensure restaurants send proceeds, as promised. Organizes the events in a timely manner and communicate them to the Officers, social media and marketing volunteers.
Teacher Appreciation Committee Chair	Recognizes school staff/teachers throughout the year by organizing events as well as Staff Appreciation Week (as determined) and Teacher Appreciation Week (as determined). Chair will coordinate meals/baking items with the Baking Committee. Works closely with room parents to organize Staff and Teacher Appreciation recognition to ensure effective communication to families as well as gift collections and distributions.
Uniform Consignment Committee Chair	Organizes two or more used uniform sales throughout the year. Updates all forms and fliers; ensures the sales are well communicated and marketed and that the appropriate documents are posted online. Also, ensures that accurate records of transactions are sent to the PTO Treasurer in a timely manner for processing. Receives and tracks all uniforms to be sold with the appropriate paperwork. Maintains inventory and/or donates/returns items not sold, per the customer's request.
Virtues Awareness Committee Chair	Provides monthly bookmark/poster entries for distribution into Thursday folders. Selects an elementary and middle

	school winner and then provides the printer with the winning entries. Picks up, sorts and drops off bookmarks to school for Thursday folders distribution.
Yearbook/School Pictures Committee Chair	Organizes and promotes yearbook sales and parent volunteers and acts as a liaison between yearbook advisor and the school community. This chair requires continual communication with and support for the yearbook advisor, yearbook company, the parent community, BFA staff, parent volunteers, and the PTO. This position is responsible for meeting with staff upon the advisor's request to help with creation of theme, design and other yearbook elements. In addition, this position is responsible for organizing individual, class, and sports pictures and acts as a liaison between parent community and school photographer. This position works and communicates directly with the school photographer, as well as BFA staff to ensure portrait dates are set, performed to certain standards, and that deadlines are met. This position steps in to help photograph school events when necessary. In addition, this position helps manage orders and distribute books upon arrival.

**Non-Elected Committee Managers  
Job Descriptions**

Baking Committee Manager	<p>Determines which Ben Franklin Academy parents wish to volunteer for the Baking Committee and maintain current communication lists (Gmail, Signup Genius). Handles requests for school-wide food/beverage support from PTO Officers and other Ben Franklin Academy personnel and communicate these volunteer opportunities to interested parents in a timely manner.</p> <p>Handles requests for individual family hardship meals from the PTO President and communicate these volunteer opportunities to the Baking Committee. Ensures all requests are adequately covered and communicate to the Officers if there is an issue.</p>
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Benefit Bash Assistant Committee Manager	Assists in coordinating the Benefit Bash.
Benefit Bash Procurement Committee Manager	Manages team to procure auction items for the Benefit Bash.
Fundraising Assistant Committee Chair	The Fundraising Assistant will be the right hand (wo)man to the Fundraising Coordinator. They will support the Fundraising Coordinator and other PTO members with things such as Spirit Wear, Spirit Rock, Spirit Nights, Sponsorship, Raise Right, the online auction, annual fundraiser and more.
Ben's Brigade Committee Manager	Ben's Brigade is a parent group within the PTO focused on gathering the skills, talents and professions from the BFA Community to help with various maintenance and or other projects for the school. The Manager schedules, organizes and promotes events for the Committee and is the point of contact for Ben's Brigade. Any questions or suggestions about the committee will be directed to the Manager. The Manager will be responsible for reporting the progress of the Committee and its intended work dates to the PTO. The Manager is required to attend monthly PTO meetings.
Bulletin Board Committee Manager	Updates the PTO bulletin board.
Franklin Fest Committee Manager	Oversees the planning and execution of the annual BFA Franklin Fest (formerly called the Harvest Festival), usually held in late September. Works closely with the PTO Social Coordinator, as well as requesting assistance from other PTO Chairs and Coordinators to arrange the details of the event.
Marketing Committee Manager	Promotes upcoming PTO events and programs. This chair needs to be in contact with various Committee Chairs and Coordinators of the PTO to provide updates for the parent community regarding events and programs. Responsibilities include designing and printing flyers for events; sorting and

	<p>distributing flyers into teacher in-boxes by Wednesday noon; and placing event flyers in the locked glass display near office. This individual also creates event posters to be placed on the carpool sandwich boards and emails the middle school vice principal, the PTO Web Page Committee Manager and the Social Media Committee Manager the event flyer PDFs for that weeks' events. In addition, this individual compiles and submits the PTO articles for the Principle's weekly newsletter.</p>
<p>Online Store Committee Manager</p>	<p>Manages the BFA online store run by the PTO. Works with various other PTO Coordinators and Chairs to provide customized reporting and data downloads from the store database. Manager should have familiarity with web site technologies and be comfortable with downloading data and importing it in various forms (Access, Excel, etc.). Acts as the top level troubleshooting and contact with Volusion support for issues and problems encountered in the store. Helps other PTO Coordinators and Chairs with training on various aspects of the online store. Builds products in the store and/or assists with creation of new products. Updates Access reporting system as necessary. Assists with store related requests and services as necessary.</p>
<p>Raise Right Committee Manager</p>	<p>Works with the PTO Board to set schedules for each Raise Right event. Works with the Marketing Committee Manager to create media for each Raise Right event. Compiles data on staff totals and communicates those totals to</p>



	the staff and then orders staff gift cards. Prepares cards and gift cards and manages distribution to staff.
Social Media Committee Manager	Updates the BFA PTO website weekly regarding PTO events. Assists with coordinating all social media for PTO events.
Spirit Rock Committee Manager	Monitors and maintains the SignUpGenius for the Spirit Rock. Ensures payments are made in a timely manner by sending payment reminders, when necessary. Acts as the contact person for any information needed about the rock. Paints the rock with BFA stencil when rock is unrented for more than 3 rental days in a row.
Spirit Wear Committee Manager	Updates the <a href="http://www.bfacademystore.org">www.bfacademystore.org</a> website with produce information. Checks the <a href="http://www.mail.volusion.com">www.mail.volusion.com</a> website for order emails and customer inquiries in email account <a href="mailto:storeinfo@bfacademy.org">storeinfo@bfacademy.org</a> . Bags, labels and delivers orders to BFA to be sent home with students. Processes exchanges. Runs monthly reports from the store website to ensure that all orders placed have been filled. Maintains inventory and makes orders as necessary, through current vendors (Educational Outfitters & DC Designs). Forwards vendor invoices with proper forms to PTO Treasurer to pay. Sells spirit wear merchandise at PTO functions (Registration, Back to School Night). Ensures that spirit wear to be worn at school conforms to BFA Board of Directors Uniform Policy.
Sponsor Committee Manager	Works with Fundraising Coordinator to create sponsorship package offerings. Contacts prior sponsors and solicits new sponsors to determine current interest. Acts as the contact for all secured sponsors, including collecting checks and logos from them. Displays

	signage during pre-set time frames, coordinates additional social media recognition and displays logos in school lobby per sponsorship package commitments.
Spring Social Committee Manager	Oversees the planning and execution of the annual BFA Spring Social (formerly called the Mother/Son Event), usually held in April. Works closely with the PTO Social Coordinator, as well as requesting assistance from other PTO Chairs and Coordinators to arrange the details of the event.
Sweetheart Ball Committee Manager	Oversees the planning and execution of the annual BFA Sweetheart Ball (formerly called the Father/Daughter Dance), usually held in February. Works closely with the PTO Social Coordinator, as well as requesting assistance from other PTO Chairs and Coordinators to arrange the details of the event.
Trunk-or-Treat Committee Manager	The Trunk or Treat committee manager oversees the planning and execution of the annual BFA Trunk or Treat, held in October. Duties include getting treat donations, recruiting volunteers, organizing treats, and running the event day of. Works closely with the PTO Room Parent Coordinator. Requires about 15-20 hours all completed by the end of October.
Web Page Committee Manager	Posts documents to PTO webpage as needed.
Welcoming Committee Manager	Promotes upcoming PTO events and programs. This chair needs to be in contact with various Committee Chairs and Coordinators of the PTO to provide updates for the parent community regarding events and programs. Responsibilities include emailing new families as they join BFA; coordinating new family events/forums; coordinating Mom's Night Out Events and attending new family events.