

CRANBURY PTO PRESIDENT

Job Description:

As leader of the Cranbury PTO, the President is responsible for overseeing all aspects of PTO body. Acts as chief spokesperson for PTO, and chief liaison between all components of the Cranbury community, including parents, teachers, and Principal.

Specific Responsibilities:

- Review Bylaws, Policy Statements and Job Descriptions of the PTO to insure that they serve the changing needs of the Cranbury community.
- Conduct at least two summer Executive Board meetings to plan events for the upcoming school year and review proposed annual budget.
- Prepare annual operating budget for the PTO during the summer. Submit budget to Executive Board at a summer meeting for review and approval. Submit budget at first General PTO Meeting of the school year for approval by PTO members.
- Advise, direct and review the work of other Executive Board members and PTO committees, as needed.
- Review and approve all financial requests submitted to PTO.
- With Treasurer and other PTO Executive Board members, review monthly budgets and financial statements of PTO body.
- Review all funding proposals with the Executive Board. Prepare recommendations to submit to PTO membership.
- Conduct monthly Executive Board and General PTO meetings. Establish agenda for all meetings with input from Executive Board and Committee Chairpersons.
- Meet monthly, or as needed, with Principal and staff to discuss pertinent issues.
- Initiate ways to improve PTO events, and the way PTO functions, on an as-needed basis.
- Write monthly column for Knowalot More.
- Represent Cranbury School at City Wide meetings, etc.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all relevant notices, memos, budget information, etc. produced while executing duties of post.

Special Qualifications:

Has a good general understanding of PTO programs, positions, and functions. Familiar with PTO bylaws. Good leadership skills, people skills, and listening skills. Good problem solver. Demonstrates initiative.

<p style="text-align: center;">CRANBURY PTO VICE PRESIDENT</p>

Job Description:

Assists PTO President in overseeing the activities and work of the PTO Body.

Specific Responsibilities:

- Review Bylaws, Policy Statements and Job Descriptions of the PTO to insure that they serve the changing needs of the Cranbury community.
- Assist President in preparing annual operating budget for the PTO during the summer.
- Plan and conduct Kindergarten Open House in collaboration with Hospitality Coordinator and Principal.
- Plan and implement the PTO membership drive in the fall.
- Advise, direct and review the work of other Executive Board members and PTO committees as assigned by the President.
- With President, Treasurer and other PTO Executive Board members, review monthly budgets and financial statements of PTO body.
- Solicit and review Chairperson reports.
- Recruit members for Nominating Committee to oversee PTO elections. Provide direction, assistance, and information as needed.
- Plan and conduct Kindergarten Tours in collaboration with Hospitality Coordinator and Principal.
- Initiate ways to improve PTO events, and the way PTO functions, on an as-needed basis.
- Perform other duties as requested by the PTO President and Executive Board.
- Represent Cranbury School at City Wide meetings as needed.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all relevant notices, memos, budget information, etc. produced while executing duties of post.

Special Qualifications:

Has a good general understanding of PTO programs, positions, and functions.
Familiar with PTO bylaws.
Good leadership skills, people skills, and listening skills.
Good problem solver.
Demonstrates initiative.

CRANBURY PTO TREASURER

Job Description:

Manage the financial affairs of the Cranbury PTO.

Specific Responsibilities:

- Review the annual operating budget as prepared by PTO President and Executive Board.
- Input budget and bank account information into an approved financial accounting program.
- Establish and maintain a Treasurer's folder in the school office containing deposit slips and accounting records for general use.
- Track and record all deposits of proceeds earned into PTO bank account.
- Write checks and disburse funds as approved by the PTO President, and in accordance with the budget approved by the PTO Executive Board and Membership.
- Manage and balance PTO bank accounts. Keep detailed records of all PTO funds earned and spent. Forward reports to PTO President monthly.
- Prepare a report on financial affairs of PTO every month at meetings.
- Provide quarterly reports to Board members and Librarian for their area of responsibility.
- Provide updated report to staff members in February on the status of their expenses.
- Advise PTO President and Executive Board on PTO financial matters.
- Assist chairpersons of PTO events in setting up a cash box for their event.
- Write articles for Knowalot More as needed.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc., produced while executing duties of post.
- Attend all PTO Executive Board and General PTO meetings.
- Arrange for annual review of financial records according to bylaws.

Special Qualifications:

Well organized and detail-oriented.

Good with numbers.

Familiarity with financial accounting software helpful but not necessary.

<p style="text-align: center;">CRANBURY PTO FUNDRAISING COORDINATOR</p>
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Job Description:

Oversees all PTO Fundraising programs. Functions as chairperson for at least two major fundraisers. Supervises and assists volunteers who chair other fundraisers.

Specific Responsibilities:

- Generate ideas for annual fundraising program, to include ALL fundraisers throughout the year. Present to PTO Board for review and approval at summer Board meeting.
- Advise PTO President and Board of expected earnings through school fundraisers.
- As Chairperson for the Fall Fundraiser: plan, implement, and evaluate the fundraising effort.
- As Chairperson for the Spring Fundraiser: plan, implement, and evaluate the fundraising effort.
- Report to President, Board, and PTO membership on a regular basis about fundraising goals and achievements.
- Review and propose new fundraising ideas throughout the year as needed.
- Supervise the volunteer Chairpersons of all other PTO fundraising efforts.
- Coordinate efforts of fundraising volunteers.
- Write articles for Knowalot More to inform school population about fundraising programs, to inform them of the results, and to thank them for their support.
- Forward all monies earned through PTO fundraisers to the Treasurer for deposit. Request payment to vendors from the Treasurer following established procedure.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc. produced while executing duties of post.
- Attend all PTO Executive Board and General PTO meetings

Special Qualifications:

Well-organized.
Creative.
Outgoing and friendly.
Good with numbers.

CRANBURY PTO ENRICHMENT COORDINATOR
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Job Description:

Develop and oversee an enrichment program that corresponds to and supports the curriculum in each grade level.

Specific Responsibilities:

- Obtain information about curriculum and core content for each grade level from teachers and Principal. Solicit requests for desired enrichment activities.
- Propose program of annual enrichment programs and activities, with input from teachers and Principal. Present to Board at summer meeting for review and approval.
- Determine costs of proposed programs and develop budget to be approved by PTO Board. Explore other avenues of funding such as grants, if possible.
- Manage PTO funds allotted for enrichment activities. Request payment from Treasurer through established procedure.
- Coordinate schedule of events with master school calendar. Obtain the schedule for “specials” to facilitate scheduling in classrooms. Provide advance notice and schedule to teachers for all events.
- Arrange space for performers for the day of the program (e.g. gym, library, classroom, etc.) Coordinate schedule with gym teacher and librarian as appropriate.
- Coordinate with school custodian for stage, gym, or library set-up as required by performers.
- Oversee all details necessary to complete programs.
- Collaborate with Publicity Coordinator for publicizing events in news media.
- Write articles for Knowalot More, informing school community of events.
- Keep binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc. produced while executing duties of post.
- Attend all PTO Board and General PTO meetings

Special Qualifications:

Creative nature with interest in and exposure to literature, performing arts, and creative arts.
Well-organized.

<p style="text-align: center;">CRANBURY PTO FAMILY EVENTS COORDINATOR</p>
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Job Description:

Responsible for coordinating the planning, organizing, and executing of a series of fun school-wide “family events” during the school year.

Specific Responsibilities:

- Propose schedule of events for school year at summer PTO Board meeting for discussion and Board approval.
- Help recruit volunteers to chair events and volunteer at events.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc. produced while executing duties of post.
- Attend all PTO Executive Board and General PTO meetings
- Supervise and assist event Chairperson to ensure that they:
 - ◆ Plan and organize all details related to proposed events.
 - ◆ With volunteer help, see all events through to completion. Coordinate work of all volunteers.
 - ◆ Oversee all details of all events from conception to clean up.
 - ◆ Balance budget for each event. Family Events are not fundraisers, but should be self-supporting. Admission fees and any additional income generated at event (e.g. sale of baked goods, etc.) should cover the costs of the event.
 - ◆ Publicize event by sending out notices to parents, writing announcements for the KnowalotMore newsletter, putting up signs and posters around school, etc. Collaborate with Publicity Coordinator as appropriate.
 - ◆ Submit Family Events Report to Family Events Coordinator and PTO President at the conclusion of each event.

CRANBURY PTO HOSPITALITY COORDINATOR

Job Description:

Heads PTO “Welcome” committee and “Sunshine” committee.

Specific Responsibilities:

- Organize refreshments, decorations, etc. at PTO functions and events (approx. 10/school year).
- Responsible for all aspects of job, including planning, shopping, set up, clean up, etc. Recruit and direct volunteers as needed.
- Coordinates the work of the “Sunshine” committee---sending cards, gifts, meals, etc. to those in the Cranbury community in times of special need (birth, death, serious illness, etc.) according to Sunshine Fund guidelines.
- Functions as a liaison with new parents to help them feel welcome and involved.
- Work closely with Principal and PTO Vice President in planning and conducting Kindergarten Tours in the spring.
- Write articles for Knowalot More as needed.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc. produced while executing duties of post.
- Attend all PTO Executive Board and General PTO meetings

Special Qualifications:

Well organized.
Friendly, outgoing, and approachable.

<p style="text-align: center;">CRANBURY PTO RECORDING SECRETARY</p>
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Job Description:

Responsible for recording the official business meetings of the Cranbury PTO.

Specific Responsibilities:

- Take minutes at each PTO Executive Board and general PTO Meeting.
- Transcribe and distribute copies to all Board members within one week of meeting.
- Provide copies of general PTO Meeting minutes at the next PTO Meeting for review and approval.
- Make corrections to minutes, if any.
- Provide copy of minutes to PTO Publicity Coordinator for posting on PTO Bulletin Board.
- Submit condensed version of minutes to Knowalot More for monthly publication.
- Maintain list of all PTO Board members, including names, phone numbers, addresses, and email addresses. Distribute to all Board members.
- Send “thank you” notes to all PTO guest speakers after each meeting.
- Send out monthly reminder notices to all parents about upcoming PTO meetings.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc. produced while executing duties of post.
- Attend all PTO Executive Board and General PTO meetings.

Special Qualifications:

Attentive to detail.
Well-organized.
Good listening skills.

<p style="text-align: center;">CRANBURY PTO PUBLICITY COORDINATOR</p>
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Job Description:

Responsible for keeping Cranbury School “in the news”.

Specific Responsibilities:

- Prepare yearlong school calendar of events with Board input at summer Board meeting. Distribute to all Board members and Principal. Post on PTO Bulletin Board monthly. Update, as required
- Maintain publicity for upcoming events on PTO easel in front hallway of the school.
- Publicize the events and activities of Cranbury School to the community at large. Function as liaison between the PTO, the Board of Education, and the news media.
- Collaborate with Enrichment Coordinator and Family Events Coordinator to provide publicity and press coverage for scheduled events.
- Send monthly news of PTO events and activities at Cranbury School, for inclusion in the local paper’s school calendar. Coordinate with the Board of Education Press Secretary.
- Take photographs at all special school events and functions. Send to newspapers, Knowalot More, etc.
- Update and maintain PTO Bulletin Board in Main Lobby.
- Write articles for Knowalot More as needed. Send in photos as appropriate.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all notices, memos, budget information, etc., produced while executing duties of post.
- Attend all PTO Executive Board and General PTO meetings.

Special Qualifications:

Well-organized.
Friendly and outgoing.