

Positions available for 2021-22 School Year:

Below are general descriptions of the roles that will be available for the 21-22 school year. New board members will assume their role on June 30th.

President - presides over all PTO executive and general meetings, meets with the principals of both schools and the superintendent as needed, facilitates coordination of district wide event chairs, supports VPs at both schools as needed, compiles PTO calendars and distributes to executive team and school administration, provides PTO update at monthly Board of Education meetings.

Co-VP at Brook Forest - must have a student at Brook Forest. Brook Forest VPs work with school administration to plan for PTO events and to finalize the calendar. Plans and coordinates after school clubs. Facilitates obtaining event chairs for Brook Forest events. Communicates regularly with school administration to address any needs or concerns and acts as a liaison to the PTO President. Pick up Brook Forest mail. Facilitate close out of events with chairs and treasurer.

Lead Treasurer - receive all the moneys of the organization and promptly deposit them in a federally-insured institution; keep an accurate record of the receipts and expenditure of the organization; balance and maintain all accounts of the organization; prepare an annual budget for the organization, attend all PTO events where money is collected for the organization or ensure that another member of the board is present; act as liaison with the organization's accountant; ensure the insurance for the organization and board is up-to-date and coverage is sufficient; ensure federal and state tax exempt status on behalf of the PTO; ensure that tax returns for the PTO are filed by December 15th of each year; and

Communications Secretary - encourage and facilitate membership of district families by contacting non members, inviting them to join; ensure that the PTO website is maintained, and post current minutes, notices, and calendar information on the PTO website; Manage Directory Spot app and facilitate access by PTO members; communicate with school and district secretaries the PTO e-update and Digital Backpack contents and any other PTO related announcements.

Recording Secretary - create agendas and records minutes of all executing and general PTO meetings