

DCA PTO President

- Preside at all meetings of the PTO and the PTO Board
- Serve as an ex officio member of all committees except the nominating committee
- Serve as an ex officio member of the DCA Board of Trustees and attend the Board of Trustee meetings throughout the year
- Perform all duties pertaining to the office
- Promote PTO events using regular newsletters: Elementary receives the newsletters as hardcopies and via email through RenWeb; Middle and High School receive them via email through RenWeb.
- Collect Wish List Requests throughout the month and present them at each PTO Board meeting; Wish List Requests are pre-approved by the administrators prior to being presented to the Board
- Write an article for the DCA Today newsletter twice each year.
- Attend and support all PTO functions

DCA PTO Executive Vice President

- Promote, manage, and process Kroger Gift Card fundraising program
- Perform duties of the PTO President if the President is unable to perform his/her duties or complete his/her term
- Be present at all meetings of the PTO and the PTO Board
- Attend and support all PTO functions

DCA PTO First Vice President

- Oversee planning and execution of the following fundraising events:
 - Fall and Spring Clothing Consignment Sales
 - Publix Partners Program
 - Target Visa School Fundraiser
- Serve as Chairperson of the Clothing Consignment Sales
- Order Publix Partners Program cards when needed to be distributed to new families
- Track payments from fundraising projects and coordinate with the Treasurer and school offices to confirm payment to PTO
- Be aware of new fundraising opportunities
- Check DCA PTO email on a regular basis; Reply to emails that pertain to the responsibilities of the 1st VP position; Forward other emails to the appropriate PTO Board member based upon their responsibilities
- Be present at all meetings of the PTO and the PTO Board
- Attend and support all PTO functions

DCA PTO Second Vice President

- Preside as Chairperson of the Hospitality Committee, the Membership Committee, and the Room Mother Committee
- **Membership Drive:** Prepare paperwork to be distributed by teachers at orientation and track all new member information; promote and manage membership participation incentives
- **Grade Chairpersons and Room Mothers:** Establish a volunteer Grade Chairperson for grades K4 through 12; Elementary teachers (K4 through 5th) assign their own room mothers; Coordinate a Chairperson and Room Mother meeting to thoroughly explain the duties of these positions and provide information about fundraisers
- **Faculty/Staff Welcome Back Breakfast:** Coordinate and plan breakfast and related activities for DCA faculty and staff during Teacher In-Service before first day of school
- **Christmas Collage of Goodies:** Coordinate and plan this food festival for the DCA faculty and staff through Grade Chairpersons and Room Mothers
- **Faculty/Staff Appreciation Day:** Coordinate and plan a food festival to serve two meals for the DCA faculty and staff; PTO Board members should work shifts to help throughout the day.
- **Elementary Field Day:** Provide drinks, cookies, and popsicles for students during Field Day; organize other PTO Board members to help serve
- Be present at all meeting of the PTO and the PTO Board
- Attend and support all PTO functions

DCA PTO Secretary

- Attend and take minutes at all meetings of the PTO and the PTO Board
- Distribute copies of minutes within 5 days of meetings per PTO Bylaws to all PTO Board members
- Notify all PTO Board members of date, time, and place of all meetings
- Distribute dates of all monthly meetings for the year
- Maintain and distribute PTO Board member contact information
- Assist with bulk mailings or other distribution of PTO materials as needed
- Coordinate the DCA Dollars Scrip Program
- Manage tuition credits generated by the DCA Dollars Scrip and Kroger programs; generate the tuition credit report for the DCA Business Office by the first week of June each year
- Oversee DCA Dollars Scrip communication via email with DCA Dollars participants
- Distribute PTO newsletters, promotions, and information via email through RenWeb
- Be present at all meeting of the PTO and the PTO Board
- Attend and support all PTO functions

DCA PTO Treasurer

- Receive all monies of the PTO
- Keep an accurate record of receipts and expenditures
- Disburse funds only as authorized by the PTO Board
- Present a statement of accounts at every meeting of the PTO Board and the Annual Meeting
- Prepare the PTO budget for approval at the Fall meeting
- Provide information for annual external audit for fiscal year July 1st through June 30th
- Clothing sale weeks require additional work
- Be present at all meetings of the PTO and the PTO Board
- Attend and support all PTO functions

DCA PTO Assistant Treasurer

- Check and sort PTO mail for delivery
- Distribute and collect DCA Dollars enrollment forms; Process DCA Dollars enrollments; Manage and update DCA Dollars enrollment records
- Deposit DCA Dollars Scrip monies and DCA PTO Membership dues
- Be present at all meeting of the PTO and the PTO Board
- Attend and support all PTO functions

DCA PTO Parliamentarian

- Assist the President as needed with procedures of all meetings of the PTO and the PTO Board
- Retain a copy of the *Robert's Rules of Order Newly Revised* which governs the PTO procedures in accordance with the PTO bylaws
- Oversee selection of nominating committee and yearly election of officers
- Coordinate the Box Tops and Tyson Label fundraisers
- Coordinate the Printer Cartridge Recycling Program (promote the program and contact printer cartridge company to pick up cartridges as needed, collect checks received from cartridge company)
- Be present at all meetings of the PTO and the PTO Board
- Attend and support all PTO functions

DCA PTO Teacher Advisory Representatives

- Two Teacher Advisory Representatives serve as ex officio members of the PTO Board in order to facilitate the flow of information regarding the needs of the elementary school and the middle and high schools.
- One Teacher Advisory Representative is appointed by the Elementary Principal and the other is appointed by the Middle/High School Principal at the beginning of the school year, based on schedule and availability.