

PTO JOB DESCRIPTIONS

DCA PTO President

- Preside at all meetings of the PTO and PTO Board.
- Serve as an ex officio member of all committees except the nominating committee.
- Serve as 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. Middle and high school receive them via email.
- 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 with the possible exception of requests received during the summer.
- Write an article for the DCA Today newsletter twice each year.

DCA PTO Executive Vice President

- Work with the PTO 1st VP to promote the consignment sales (mail flyers, send promotional emails, place ads in newspapers/magazines, etc.)
- Work with the PTO Treasurer to make deposits.
- Collect and distribute information for Volunteer Help List.
- Perform duties of the PTO President if they are unable to perform their duties or complete their term.
- Be present at all meetings of the PTO and PTO Board.

DCA PTO First Vice President

- Oversee planning and execution of all fund-raising events with exceptions noted below.
 - Fall and Spring Clothing Consignment Sales
 - Publix Partners Program
 - Target Visa School Fund Raiser
 - Newspaper Recycling
 - Printer and Laser Cartridge Recycling (managed by Secretary)
 - Box Tops for Education (managed by Parliamentarian)
 - Tysons A+ Program (managed by Parliamentarian)
 - Kroger Gift Card Program (managed by Secretary)
 - DCA Dollars Scrip Program (manages by Secretary)
- Serve as chairperson of the Clothing Consignment Sales.
- Promote and manage Target Visa Program.
- Order Publix Partners Program cards when needed to be distributed to new families at orientation and to be mailed to new high school families.
- Promote newspaper recycling program within the school.
- Track payments from fundraising projects and coordinate with Treasurer and school offices to confirm payment to PTO.
- Be aware of new opportunities for fundraisers.
- Be present at all meetings of the PTO and 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**.
- Be present at all meetings of the PTO and PTO Board.
- **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 grade chairperson for each grade K-4 through 12th from volunteers. Elementary teachers (K-4 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.
- **Christmas Collage of Goodies:** Coordinate and plan this dessert festival for the DCA staff through grade chairpersons and room mothers.
- **Teacher/Staff Appreciation Day:** Coordinate and plan a food festival to serve two meals for the DCA staff. Board members should work shifts to help throughout day.
- **Olympic Fest:** Provide drinks, cookies, and popsicles for students during Olympic Fest. Have other board members there to help.

DCA PTO Secretary

- Attend and take minutes at all meetings of the PTO and 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.
- Support and help with other PTO functions as needed such as clothing sales, food festivals, etc.
- Send birthday cards from the PTO to all DCA staff members each month.
- Coordinate the DCA Dollars Program to place scrip orders, manage the Kroger gift card program, and track tuition credits generated by scrip and Kroger using scrip software.
- Check DCAPTO email that is sent to DCAPTO@dcanet.org on a regular basis (at least weekly). Reply to emails that pertain to the responsibilities of the Secretary's position and forward other emails to the appropriate PTO board members based on their responsibilities.
- Distribute email from the PTO to all parents and teachers using RenWeb.
- Collect PTO mail from all PTO boxes (at least a couple of times each week) and consolidate/sort it into the PTO mail slot in the main office.

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 at the annual meeting.
- Prepare the PTO budget for approval at the fall meeting.
- Provide information for annual external audit for fiscal year July 1 through June 30.
- Clothing sale weeks require additional work.
- Be present at all meetings of the PTO and PTO Board.

DCA PTO Parliamentarian

- Assist the President as needed with procedures of all meetings of the PTO and PTO Board.
- Retain a copy of 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 Top and Tyson Label fundraiser.
- Coordinate the Chick-fil-A fundraiser.
- Coordinate the Printer Cartridge Recycling Program (promote program, contact printer cartridge company to pick up cartridges as needed, collect checks sent by cartridge company)
- Be present at all meetings of the PTO and PTO Board.

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/high school.
- 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 availability.