

**Openings for 2019-2020 School Year**

**President:**

* Plan and attend monthly PTO meetings
* Attend presidents council meetings (4-5 times a year)
* Update PTO forms for new year (August)
* Work PTO table at schedule pick up day or find volunteers to help work table (August)
* Periodically contact chairpersons to see if they are prepared for their event
* Provide breakfast for staff the morning after spring and fall conferences
* Update website and Facebook page
* When funding request are approved help purchase (through PTO account) and distribute items

**Treasurer:**

* Prepares an annual budget to be authorized by the organization
* Goes into the office at least once per week to retrieve deposits and payment requests
* Have custody of all the funds of the organization
* Keep a full and accurate account of receipts and expenditures
* Makes disbursements in accordance with a budget as authorized by the organization
* Present a financial statement at each meeting of the organization
* Facilitates an annual audit

If you think you’d be interested in one of these positions please contact Jaime Crockett at [smithknightspto@gmail.com](mailto:smithknightspto@gmail.com). I’d be happy to answer and questions and have you shadow us for the rest of the year if you’d like.