

2025-26 Fireside PTO Board Positions

- President (requires 2 year commitment)
- Treasurer (requires 2 year commitment)
- Programs Chair
- Communications Chair
- Secretary
- Fundraising Chair

- Bookkeeper (non board position)
- Bookkeeper Assistant (non board position)
- Staff Appreciation Committee (non board position)
- Welcome Committee (non board position)

Fireside PTO President

Lead monthly PTO meetings and serve as a PTO representative at school events.

- Please see “PTO Meeting Checklist” for details on scheduling and agendas.
- Speaking at: Pop-in for Popsicles! (mid-August), Opening Staff Meeting (First week of school), Parent Information Night (late August), Jog-A-thon/Fall Fundraiser (mid-late September), Grade Level Parent Coffees if available (Sept-Oct), Kindergarten Information Night (January), Open Enrollment Tours (Dec-Jan), Kindergarten Welcome Events (summer) and other PTO sponsored events as appropriate.

Manage Communications

- Monitor “chairfiresidepto” gmail account, mail and other information coming into the school on behalf of PTO. Inform program coordinators of checks, forms or other materials that come in for them.
- Serve as the main contact for PTO to outside vendors and other schools regarding fundraising requests and other programs. Forward information to the Board for consideration (school photos, fundraising programs, school supply consolidators, internet hosting, volunteer organization software, etc.)
- Communicate regularly with the principal to keep communication flowing.

Major PTO Events and Fundraising efforts

- The Jog-A-Thon, Community Celebration, Grocery card programs, International Potluck, Restaurant Nights, etc. are run by program leaders or committees, not the Chairperson.

Ensure Volunteer Acknowledgement and Recruiting

- As a volunteer organization, recognition is an important way to retain people and create a positive culture.
- Recognize the efforts and time volunteers have given. This includes thank yous in person, via e-mail, in the weekly e-newsletter, at PTO events and meetings and in the monthly Chat newsletter. The Chairperson should encourage the program leaders to acknowledge their committees and volunteers as well at an individual level as soon as possible after an event.
- Lead the recruitment and help match volunteers up with roles/committees they are interested in.

Other Duties:

- Lead the PTO board and manage administrative responsibilities such as email accounts, web accounts, team camaraderie, and personnel issues. Follow up to ensure other board members are fulfilling their responsibilities.
- Have signing authority for checking and savings accounts and read-only QuickBooks access (July)
- Review teacher allocation letters prior to distribution-Treasurer generates (late August)
- Review meeting minutes each month prior to distribution-Secretary generates (soon after the meeting)
- Draft “Year in Review” type document/How teachers spent their allocations (April)
- Organize year end celebration in May and other informal social gatherings to encourage camaraderie.
- Have fun and know you are helping the school in a BIG way!

Treasurer

Led by the Treasurer, the Board is responsible for ensuring the organization’s financials are managed responsibly and in accordance with the [PTO Bylaws](#), the organization’s [Financial Policies & Procedures](#), and relevant State and Federal requirements for non-profit organizations. The Board is responsible for reviewing the financial statements (provided by the Treasurer) on a monthly basis. The Board is also responsible for ensuring annual filings are done on-time and accurately. For instance, the Board, led by the Chairperson, is responsible for ensuring the 990 is filed and State non-profit registration is completed every year. The CPA generates the documents, the Treasurer reviews and signs, the Board reviews and approves, and the Treasurer files with Sec. of State on-line (October/November). The fiscal year is July 1 to June 30.

- Monitors and transfers money between bank accounts as required or requested by the PTO.
- Reconciles monthly bank statements with the accounting done by the bookkeeper.
- Reconciles totals from fundraisers as emailed by fundraiser chairs, against the deposits made.
- Provides report of income and expenses from the accounting software for fundraisers or other programs as needed.
- Prepares monthly Balance Sheet and Income Statement, attends monthly PTO meeting and presents reports to PTO. Or sends a designee to report in his/her place.
- Receives and validates reimbursement requests to be sure proper documentation is provided. Forwards approved requests to bookkeeper for processing.
- Consolidates receipts & documentation for annual state/federal tax returns. Works with a CPA familiar with nonprofit accounting to file annual state and federal tax returns. The CPA may only be the bookkeeper or an officer of the PTO if they hold an active CPA license and regularly prepare Form 990s for other tax clients. Acts on behalf of the PTO to file annual information with the Secretary of State’s office. Corporate Standing filing is due every August, and Charitable Solicitations registration should be completed after annual 990s are filed.
- Leads the preparation of budget for next year with the PTO Chairperson.
- In accordance with IRS regulations, provide receipts to all donors that have donated \$250 or greater (without any goods or services received in exchange for the donation).
- Oversees money handling procedures for our large events with fundraising chairs.
- Prepares cash boxes for events including advance ticket sales.
- Periodically collects (or designates someone) to collect funds during events to deposit in the school safe as outlined below.

- Assists PTO Secretary in helping to publicize the expenditures of the PTO by highlighting expenditures and reimbursements that the PTO community would find interesting and relevant.
- Treasurer is a member of the Executive Board.
- Treasurer is an authorized signatory on all PTO Bank Accounts.
- Signs all checks equal to or greater than five hundred (\$500).
- Ensures the [PTO Financial Policies](#) are followed.

Programs Chair/Co-Chair

Serves as the connection between the PTO Board, program leaders and other parent volunteers.

- [PTO Programs List](#)
- Work with program leaders and PTO Board before school begins to understand volunteer needs and budget. (August)
- Work with school contacts in welcoming new families to Fireside and establishing the Ambassador Program
- Utilize and facilitate volunteers via HelpAtSchool
- Create volunteer sign-up sheets for school events in beginning of the year.
- Communicate on a regular basis with program leads regarding needs they may have including: How do I get my program information in the weekly e-communication? What if I need more volunteers? What if I need more PTO money than my budget?
- Connect program leaders with resources and have general knowledge of what the committee or leader is planning on behalf of PTO.
- Program leaders need to keep the Programs Chair informed of all date and budget changes in a timely manner. If the event changes fundamentally in nature or scope, the leader needs to meet with the Chairperson and/or Board as soon as possible. It may also need a broader discussion at a monthly meeting.

Volunteer Acknowledgement and Recruiting

- As a volunteer organization, recognition is an important way to retain people and create a positive culture. However, no PTO money may be spent to acknowledge or compensate volunteers via gift cards or other items of monetary value.
- Whenever possible, recognize the efforts and time volunteers have given. This includes thank yous in person, via email, in the weekly e-newsletter, at PTO events and meetings and in the weekly e-communication.
- Encourage the program leaders to acknowledge their committees and volunteers as well at an individual level as soon as possible after an event.

Important Distinction

- It is not the volunteer coordinator's sole responsibility to recruit and fill all volunteer positions. S/he is a "match maker" who brings together volunteers with their interests and availability. If a volunteer sign-up list falls short, it is a team effort to problem solve/recruit and/or revise plans.
- The Program Coordinator would: serve as a connection with the PTO board and program leaders. S/he would work closely with the lead for each PTO program throughout the year but his/her focus would be more on

collecting, organizing, storing and passing along program information. This year's duties would include adding information and volunteer opportunities to the HelpAtSchool website for various school programs.

- Also s/he would communicate on a regular basis with program leads regarding needs they may have including:
 - How do I get my program information in the weekly e-communication?
 - How do I get more volunteers?
 - How do I find out how much money is in my program's budget?

Communications Chair & Co-Chair

- The Communications Liaison is a PTO Board member who manages all school-level communications on behalf of Fireside's Parent Teacher Organization via weekly Friday emailed communication, "Fireside Chat."
- In collaboration with other PTO Board members and program coordinators, the Communications Liaison develops the PTO event calendar for the upcoming school year to include in a "back to school" packet for families in August. Copy and distribute via Friday folders.
- Manages PTO website, bulletin board and social media (Instagram) on a regular basis, keeping all entities updated with most recent date changes or other major changes as well as current school happenings.
- Coordinates with Fireside staff to send school-wide texts for PTO events
- Event flyers are to be placed around the school regularly and for every major event
- Serve on PTO Board and meet regularly with the Principal and other Board members to ensure frequent communication.

Specific Webmaster Responsibilities

- Monthly - update website for meeting minutes/budgets after each meeting
- Ongoing - Keep website up-to-date overall (main updates in the summer/early fall), including integrations with the Fun Run form, the PayPal / Venmo buttons, and list any calendared eventsSummer/early Fall - Update site for Fun Run dates, any changes from last year, etc.
- Ongoing - Reply to/take action on any WebmasterFiresidePTO emails
- Ongoing - Ensure website hosting is paid each month
- Once a year - Ensure domain hosting through GoDaddy is paid (November)
- Ongoing (but more Summer/early Fall) - Create/Manage/etc. PayPal buttons within PayPal account (and within the website.)
- Ongoing - Take and/or collect photos from school events to use on website, social media and other communications

Secretary

- Attend all PTO board meetings and general meetings
- Prepares agenda and sends it out 1 week before meetings
- Makes paper copies of agendas and sign in sheets

- Keep minutes of meetings; distributes minutes via the PTO email list and to webmaster for posting on PTO website
- Reviews historical small grant requests when receiving new grant applications
- Maintain updated job and committee descriptions
- Maintains PTO google calendar and sends to all Board Members
- Brings Pizza/Drinks/Plates/Napkins to meetings
- Help at Schools Admin

Fundraising Committee Chair

- Acquire corporate sponsorships throughout the year.
- Partner with local businesses by establishing Dining For Dollar events and school community events.
- Support Fun Run with school fundraising
- Manage corporate sponsor logos and create annual banner for the school.
- Maintain corporate donations are received in a timely manner.
- Reach out to Instant Imprints (or another printing company) to discuss the Spirit Wear for the following year. Get a printed out order form from the company, which has pictures and prices, and ensure copies are sent home to oldest and only students. Work with secretary to upload/set up an online payment method (late July for beginning of school year distribution)

All Board Members:

- Attend meetings
- Implement programs and source volunteers
- Help with Fundraising
- Good communication skills & reply to emails in timely manner

Bookkeeper (non board role)

- Not required to attend board meetings (does not have a board vote)
- Learn Quickbooks to use for various tasks
- Write checks for Reimbursements to staff
- Upload bank statements monthly
- Assist Treasurer in budget planning/approval and other tasks
- Use Quickbooks to keep budget up to date
- Use Quickbooks to track income from events/depositing checks
- Track expenses for PTO/staff/ and events
- Commitment on average ~1 hour/week-can be heavier during Fun Run and other various times throughout the year

Bookkeeper Assistant (non board role)

- Learn Quickbooks with our current Bookkeeper
- This position is also in hopes of learning the Bookkeeper's role for the following year

Staff Appreciation & Volunteer Appreciation Committee (non board role)

- Welcome back teacher brunch
- Parent Teacher Conference Meals (in Fall and Spring)
- Staff Appreciation Week

Welcome Committee (non board role)

- Match families and run ambassador program