

Position: Treasurer

Essential Functions

Keep record of all financial transactions for Oak Street School PTO and ensure the funds of the organization are properly collected and disbursed according to 501 (c) (3) guidelines. This includes:

- Prepare annual budget for fiscal year beginning August 1, 2011 and present it to general PTO membership.
- Reconcile all bank statements in QuickBooks.
- Enter all withdrawals/deposits in QuickBooks.
- Meet with accountant to provide necessary tax-filing information.
- Perform banking duties for PTO, such as withdrawing start-up cash for events, depositing all PTO membership dues and donations.
- Provide reimbursement checks to members/vendors as needed for events.
- Provide receipts to members for tax purposes if needed.
- Collect Check Request/Reimbursement forms for all checks written.
- Pay annual NJ Division of Revenue Non-Profit filing fee annually in August.
- Communicate with various committees regarding their anticipated expenses/income and assist them in preparing budgets and following them.

Board Functions

- Attend monthly PTO Board meetings and four general PTO meetings per year.
- Be the Point of Contact for several PTO Committees, which are divided among PTO Board members.
 - Gather respective Committee budgets.
 - Email in late summer to thank them for volunteering along with information about budgets, reimbursements, volunteers, communications, Committee Chair meeting, and reporting.
 - Follow up with Chair prior to event to make sure everything is on track.
 - Be available to answer questions as needed.
 - Ensure Committee Status Report is completed and archived.

Skills/Interests

- Some accounting background and excellent organizational skills.
- High attention to detail.
- Either knowledge of QuickBooks or interest in learning this software program.

Position: Secretary

This position offers a great way to get involved with the PTO Board, meet many of the great families at Oak Street School and work with other talented, dedicated and fun Board Members. It doesn't require specific skills or abilities like the Treasurer or Cultural Arts positions and doesn't require as much time as the Fundraising chair. It is important to be available for each Board or General meeting. Having one person take notes and write minutes keeps things more uniform and makes it easier for the Secretary to refer to previous minutes and information as needed. Organizational and communication skills are helpful in working as the Board Contact for PTO committees that you choose to oversee.

Essential Functions

- Take notes at PTO Board and General Meetings.
- Write minutes in a timely fashion from those meetings and send to President for review. After approval, Board minutes are distributed to Board members and General minutes are posted on the website.
- Keep agendas from meetings.
- Hold PTO Bylaws and other documents (i.e. Legalized Games of Chance Registration).

Board Functions

- Attend monthly PTO Board meetings and four general PTO meetings per year.
- Be the Point of Contact for several PTO Committees, which are divided among PTO Board members.
 - Recommend Committee budgets, as appropriate, to Treasurer.
 - Email in late summer to thank them for volunteering along with information about budgets, reimbursements, volunteers, communications, Committee Chair meeting, and reporting.
 - Follow up with Chair prior to event to make sure everything is on track.
 - Be available to answer questions as needed.
 - Ensure Committee Status Report is completed and archived.

Skills/Interests

- Notetaking and organizational skills.
- Ability to work well with others.
- Interest in learning how the PTO develops and runs many different programs and projects.

Position: Vice President, Cultural Arts

Essential Functions

- Plan, execute and attend all cultural arts programs for Grades K-5 at Oak Street School (approximately 3 to 5 per year).
- Attend Cultural Arts Showcase presented by Morris Arts Council.
 - Typically held at Drew University for two days from 9:00 AM to 1:00 PM.
 - Usually held in May each year.
 - Pay annual membership fee to the Morris Arts Council prior to or at the Showcase
 - Preview performances by various artists and obtain contact information.
- Attend Cultural Arts Forum presented by Morris Arts Council.
 - Typically held at the Morris County Library from 9:30 AM to 1:00 PM
 - Usually held in May a week or two after Showcase each year.
 - Open forum where cultural arts representatives from other area schools give feedback and assessments of assemblies held in the prior school year.
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- Recommend and manage cultural arts budget in a fiscally prudent manner.
 - Develop budget using a bottoms-up approach or historical data and recommend to PTO Board for approval
 - Coordinate with other cultural arts representatives at Township schools to achieve program cost savings, where possible.
 - Submit grants to offset costs, when appropriate.
- Coordinate with principal and staff to schedule assemblies.

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 - Follow up with Chair prior to event to make sure everything is on track.
 - Be available to answer questions as needed.
 - Ensure Committee Status Report is completed and archived.

Skills/Interests

- Excellent communication, interpersonal and organizational skills.
- High attention to detail.
- Interest in performing arts.