



Montessori of Winter Garden Charter School
PTO PRESIDENT JOB DESCRIPTION
Updated 3-4-15 by Kristin Chase

*As defined in the MWGC PTO bylaws article VII-Officer Duties-
The President shall:*

1. *Preside over all meetings of the PTO.*
2. *Prepare each meeting's agenda in conjunction with the Secretary.*
3. *Be a member, ex officio of all committees.*
4. *Represent the PTO at city-wide meetings or other meetings outside of the organization.*
5. *Assist in the total coordination of all committees and the PTO as a whole.*
6. *Spend no more than \$100 on anyone item or combination of related items, not included in the budget, without the consent of the general membership.*
7. *Sign checks in the absence of the Treasurer.*
8. *Appoint special Committees as needed.*
9. *Announce PTO meetings to the population at the MWGC at least one week in advance of that meeting.*
10. *Oversee all publicity and web communications that may impact the reputation of the MWGC PTO.*

Ongoing (Weekly to Monthly) Duties:

- Preparation of meeting agendas/recaps (in partnership with Secretary)
- Review upcoming week of events and determine progress, milestones, follow-up items
- Oversight for monthly "mini" events (e.g., Spirit Nights, Worthwhile Weds., Fun Fridays, playdates, playground work)
- Correspondence and coordination through info@ptoowls.com, president@ptoowls.com email addresses and associated Google Drive account document management
- Regular touch base meetings/calls with Executive Director (currently Patrice McCully) and Board of Directors President (currently Sherilyn Moore)

Event Duties:

- Establish chair/committee support
- Outline event scope, plan, schedule, fundraising vs. community building goals for "mega" events
- Build community relationships and seek donations and volunteers as needed
- Attend as many events as possible and/or ensure one or more other board members and chairs are in attendance
- Organization and planning of resources (both people and tools, materials, logistics)

Communication Duties:

- Submission of content for weekly school communication email and print newsletter
- Writing of “Top Three Things You Need to Know” each week
- Permission and oversight of events on school Google calendar, Facebook, and websites
- Marketing for Planned Giving donations
- Oversight of photos and video usage for events and yearbook, etc.

Leadership/Coordination Duties:

- Provide guidance and direction to board and chairs
- Review budget and income/profits for events in partnership with Treasurer
- Serve as liaison with Board of Directors, teachers, Executive Director to ensure PTO events are aligned with school vision/mission, calendar, and Montessori philosophy
- Partner with school office staff on daily school operational needs for additional support (e.g., Pizza Fridays, communication, uniforms, etc.)

Suggested Calendar of Events for Planning Purposes for 2015/16:

- Open House & Boohoo Breakfast (Teacher Welcoming)
- Peace Concert (done in Fall 2013; not in 2014)/Day of Peace Activities
- Fall Fest
- Winter Fest & Art Gallery
- Christmas Parade
- Holiday Shoppe
- Consignment Sales/Drives/Swaps/Sales
- Gala (BOD)
- Spa Night
- Book Fairs
- Healthy Planet, Healthy Families Day (Run/Earth Day/Fitness Event)
- Spring Concert & Dance Party
- Other partnership events with teachers to support in-class activities

Monthly Time Commitment: 25-35 hours per month (depending on event frequency)