

PTO President Duties: The President presides at all meetings of the PTO and its Executive Committee Board. He/She will serve actively or in an advisory position on all committees. Periodic communications with PTO members, and additional support where needed.

I try to touch base with Committee Chairs to see if they need anything, have questions and see how they are doing with volunteers.

Meetings are generally monthly. Board meetings are at your discretion.
I try to send at least one PTO Update email a month

Month By Month PTO President Breakdown:

August/September: (Busiest Time)

- Meet with the board before school starts
- Meet with Dr. Coiner with important dates and other info.
- Open House, have a booth to welcome families
- Welcome back teacher luncheon
- First PTO meeting
- Book Fair
- Activities and Fundraising Begins, touch base with Committee Chairs

October:

- Fundraising kickoff
- Monthly meeting
- Halloween Party

November:

- Monthly Meeting
- Fundraising pickup

December:

- Holiday Shop and Parties
- NO MONTHLY MEETING

January:

- Board Meeting and Monthly meeting
- Get dates lined up for second half of the year events. Touch base with Chairpeople. Meet with Dr. Coiner if needed to get dates on the calendar. E.g.- Education Fair, Book Fair, Kid Fest, Sarris Candy (just to name a few).

February:

- Board Meeting and Monthly Meeting
- February Frolic Party

March:

- Education Fair (in the past few years I have not had a March meeting, instead did a booth with info at the Ed. Fair)
- KidFest

April:

- Monthly Meeting, elect new officers. Usually the last meeting of the year, unless a May meeting is needed.
- Touch base with Chairpeople from April through May about the next year.
- Post openings about next year's openings

May:

- Busy month, as things wrap up.
- AR Ending, several events with this
- Staff Appreciation week and luncheon
- Kindergarten and 5th Grade Farewell
- Fun Day

June/July: Enjoy summer!!!