

Freedom Crossing Academy PTO Executive Board Member Descriptions

Executive Board Member Descriptions: This document provides a brief summary of each of our FCA PTO Executive Board Member descriptions. We hope this document will help you better understand PTO's role at FCA and how you can support our FCA families. We are all giving of yourselves and our time for the same purpose: to improve the quality of educational experience for all students at FCA.

Responsibilities: To support the PTO by volunteering at FCA PTO related school events and attend PTO board and general meetings. All Executive Board Members must complete the Saint John's County School's background check and be cleared. Attendance at all Executive Board Meetings and General Meetings is expected unless providentially hindered and shall coordinate and support the work of the officers and committees so that the objectives may be promoted. These Executive Board Members work together to make each event and this school year successful!

President: The President shall set the agenda and preside at all meetings of the organization and Executive Committee; and shall perform such duties as may be prescribed in the by-laws or assigned by the organization or by the Executive Committee, and shall coordinate and support the work of the officers and committees so that he objectives may be promoted. President shall work with the school administration and district to assess needs and PTO responsibilities.

First Vice President: The 1st Vice President shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve. In addition, the 1st Vice President shall help with the recruitment of volunteers for committees, fundraisers and other events as needed.

Second Vice President: The 2ndst Vice President shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve. In addition, the 2nd Vice President shall help with the recruitment of volunteers for committees, fundraisers and other events as needed.

Secretary: The Secretary shall record and keep the minutes of the proceedings of the Membership and the Executive Board, shall keep current copies of all organizational documents and records and shall keep the official list of Members. Copies of the minutes will need to be provided to all Executive Committee Members, Webmaster and the administrative Principal within 2 weeks of the meeting. The Secretary will also assist in handling correspondence for the organization and shall notify members of the Executive Committee of all Board meetings and submit weekly PTO information for the principal's newsletter. In addition, Secretary shall help with the recruitment of volunteers for committees, fundraisers and other events as needed.

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Treasurer: The Treasurer shall be the financial officer of the organization. (a) The Treasurer or an Executive Board member shall be present at all functions of the organization where funds are to be accepted and the Treasurer shall further be responsible for the counting, balancing and depositing at the bank of said funds as soon as possible. In The Treasurer's absence, the Treasurer shall delegate an alternate from the Executive Committee for the Treasurer's duties. (b) The Treasurer shall have custody of all funds of the organization, shall keep a full and accurate account of the receipts and expenditures, and shall make disbursements with the President or 1st Vice President as cosignatory, in accordance with approved budget and as otherwise directed by the organization. (c) The Treasurer shall require 2 individuals to count any money received by the organization. (d) The Treasurer shall present a summarized financial statement at every meeting of the organization and at other times when requested by the executive committee and shall make a full report at the Annual General Meeting and General Board Meetings of the organization. (e) The Treasurer shall be responsible for the maintenance of such books of accounts and record as shall be sufficient to establish the items purchased, gross income, receipts and disbursement of the organization. Such books of account and record shall at all reasonable times be open to inspection by any member of the organization or their designated agent, attorney or representative (as shall be designated in writing). (f) The Treasurer's accounts shall be examined annually by an auditing committee of at least two members of the executive committee and three members at large who, if satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. In addition, the Treasurer shall help with the recruitment of volunteers for committees, fundraisers and other events as needed.

Historian: The Historian is responsible for documenting all PTO related Events, Fundraisers and Volunteer Opportunities; taking photos and gathering information. This documentation will be sent to the school to use for the school website, newsletters and yearbook. In addition, this information can be shared with the Social Media Chair to promote the PTO as needed. At the end of the school year, the Historian is responsible for creating a memory book for the school to display in the front office. In addition, the Historian shall help with the recruitment of volunteers for committees, fundraisers and other events as needed.

Partners in Education: The Partners in Education board member is responsible for maintaining relationships with Business Partners while actively recruiting additional partners to support FCA financially. It is also important to facilitate all print work for banners, flyers and car tags. Solicit donations from Business Partners and outside vendors. In addition, the Partners in Education board member shall help with the recruitment of volunteers for committees, fundraisers and other events as needed.