

Sunset Ridge/Middlefork School PTO Board Report

Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!

Submitted by:
Megan Waite

Board Position and Year held:
PTO Executive Board - Legislative 2015 & 2016

Approximate Budget:
N/A

Key Responsibilities: Please list key responsibilities, for your position, in its corresponding month:

Month	Responsibilities (bullet format, add as many as needed)
July	<ul style="list-style-type: none"> - Meet with person who last held Legislative position to discuss responsibilities and get binder that holds by-laws and board reports (this could happen in May or June also) - Review by-laws to increase understanding of PTO Mission
August	<p>Misc Notes - Many district -wide responsibilities that lie within this position will be determined by the PTO Exec Board at your meetings as the school year progresses. Examples could include the following:</p> <ul style="list-style-type: none"> - assist with Back to School Teacher Luncheon - help collect PTO dues at Open Houses - assist with fall event / picnic - volunteer to work Book Fair - assist with Winter Fundraiser - assist with Fun Fair <p>More specific to PTO Exec Board could include the following:</p> <ul style="list-style-type: none"> - revising by-laws as the need arises and following through all necessary steps to make changes - revising Board Report format and notifying all parties involved - address items brought to PTO Exec Board by administration as they arise through the school year
September	<ul style="list-style-type: none"> - Attend PTO Executive Board Meeting, date and time determined by PTO President - Review PTO by-laws with Exec Board to ensure everyone understands PTO mission - Attend PTO Meeting - Attend School Board Meeting if expected by PTO Exec Board - Determine expectations and collection of PTO Chair Board Reports - Relay guidelines for PTO Chair Board Reports to all PTO Chairs
October	<ul style="list-style-type: none"> - Attend PTO Executive Board Meeting, date and time determined by PTO President - Attend PTO Meeting - Attend School Board Meeting if expected by PTO Exec Board
November	<ul style="list-style-type: none"> - Attend PTO Executive Board Meeting, date and time determined by PTO President - Attend PTO Meeting - Attend School Board Meeting if expected by PTO Exec Board rd
December	<ul style="list-style-type: none"> - Attend PTO Executive Board Meeting, date and time determined by PTO President

	<ul style="list-style-type: none"> - Attend PTO Meeting - Attend School Board Meeting if expected by PTO Exec Board
January	<ul style="list-style-type: none"> - Attend PTO Executive Board Meeting, date and time determined by PTO President - Attend PTO Meeting - Attend School Board Meeting if expected by PTO Exec Board
February	<ul style="list-style-type: none"> - Attend PTO Executive Board Meeting, date and time determined by PTO President - Attend PTO Meeting - Attend School Board Meeting if expected by PTO Exec Board
March	<ul style="list-style-type: none"> - Attend PTO Executive Board Meeting, date and time determined by PTO President - Attend PTO Meeting - Attend School Board Meeting if expected by PTO Exec Board
April	<ul style="list-style-type: none"> - Attend PTO Executive Board Meeting, date and time determined by PTO President - Attend PTO Meeting - Attend School Board Meeting if expected by PTO Exec Board - Send out template for board reports and request updates to existing ones
May	<ul style="list-style-type: none"> - Attend PTO Executive Board Meeting, date and time determined by PTO President - Attend PTO Meeting - Attend School Board Meeting if expected by PTO Exec Board - Send out an additional request for updated board reports
June	<ul style="list-style-type: none"> - Attend PTO Executive Board Meeting, date and time determined by PTO President - Attend PTO Meeting - Attend School Board Meeting if expected by PTO Exec Board - Update the website with new reports and updated existing reports.

Key Contacts

List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

Name	Email	Phone	Misc Notes
District 29 Technology Facilitator / Webmaster			As technology staff changes, refer to current school year staff directory for contact information. This individual will assist in downloading Board Reports to the PTO link on the website.
PTO Executive Board Members			This group is your main source of direction and support through the school year.
