

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:
TARA SUBECK

Board Position and Year held:
SECRETARY: 2014-2015, 2016-2017

Approximate Budget:
\$0

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

Month	Responsibilities (bullet format, add as many as needed)
July	
August	<ul style="list-style-type: none"> - Contact the prior Secretary and ask for information, the Gifts book, and that he/she email you their documents from the prior year if you haven't already received them. - Attend first Executive Board Meeting.
September	<ul style="list-style-type: none"> - Attend Executive Board Meeting. - Attend PTO Meeting, take the Minutes, type them up and forward to the President.
October	<ul style="list-style-type: none"> - Attend Executive Board Meeting. - Attend PTO Meeting, take the Minutes, type them up and forward to the President. - You may be asked to sit on the PTO Gifts Committee and attend the meeting in late October/early November.
November	<ul style="list-style-type: none"> - Attend Executive Board Meeting. - Attend PTO Meeting, take the Minutes, type them up and forward to the President.
December	<ul style="list-style-type: none"> - Attend Executive Board Meeting. - Attend PTO Meeting, take the Minutes, type them up and forward to the President.
January	<ul style="list-style-type: none"> - Attend Executive Board Meeting. - Attend PTO Meeting, take the Minutes, type them up and forward to the President.
February	<ul style="list-style-type: none"> - Attend Executive Board Meeting. - Attend PTO Meeting, take the Minutes, type them up and forward to the President.
March	<ul style="list-style-type: none"> - Attend Executive Board Meeting. - Attend PTO Meeting, take the Minutes, type them up and forward to the President.
April	<ul style="list-style-type: none"> - Attend Executive Board Meeting. - Attend PTO Meeting, take the Minutes, type them up and forward to the President. - Discuss any impending retirements with Dr. Stange, the Principals and the PTO

	President and ensure that the PTO retirement gifts are purchased.
May	<ul style="list-style-type: none"> - Attend Executive Board Meeting. - Attend PTO Meeting, take the Minutes, type them up and forward to the President. - If the PTO gifts the outgoing President at the last PTO Meeting, you will purchase that gift on their behalf.
June	- Email this years documents to the next Secretary and President.

Key Contacts

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

Name	Email	Phone	Misc Notes
Tara Subeck	tarasubeck@gmail.com	(312) 636-1706	Please call with questions.