

HIGH PLAINS ELEMENTARY PTO

ROLES AND RESPONSIBILITIES

There are many ways to volunteer with the High Plains Elementary PTO.
No matter your areas of expertise or interest and time available, we have something for you!
Throughout the year you will see specific requests for volunteers.
Please jump in and help to the extent that you can.
We look forward to working with you!

PTO BOARD

PRESIDENT

The President is responsible for coordination between the PTO activities listed below and the school as well as overseeing the events below to provide support in any manner necessary. This includes finding/assigning committee members, balancing financial resources, managing communications for the PTO, including, but not limited to, 20 Alerts, online PTO webpage, and social media.

VICE PRESIDENT

The Vice President is responsible for supporting the President. The President may delegate tasks to the Vice President to coordinate and oversee events. Duties are split based on a discussion between the VP and President each year.

SECRETARY

The Secretary is responsible for taking meeting notes at the PTO meetings. The Secretary is also responsible for forwarding meeting notes and any upcoming events to the High Plains PTO webmaster, Colleen Scarpella, for posting on the High Plains Elementary PTO webpage and master calendar.

TREASURER

The Treasurer is responsible for managing funds for a PTO activity and working with the building accountant, Nancy Roth. Duties include managing checks and cash, submitting receipts, and administering teacher grants.