



PTO General Event Chairman - Job Description

General Duties:

- Proposed Event information must be presented, including a Plan-of-Action, and a proposed budget to the PTO Board, and by PTO General Membership prior to execution, and no less than 90 days prior to event
- Coordinate and delegate responsibilities to volunteers
- Give verbal reports at each PTO meeting leading up to event, including PTO meeting following event.
- Submit a written report after your event has happened for the PTO files.
- Submit desired newsletter information before deadline.
- Complete a voucher with receipts to get reimbursed for authorized and approved expenses.
- Any paperwork (memos to home, fliers, etc) must be proofread and then approved by PTO Board before making copies. Paperwork must include a contact person and phone number. Give the president a courtesy copy.

Specific Duties:

- Coordinate the approved Event and lead the committee

Tasks:

- Create an Event Binder to include all information regarding planning of event, execution of event, all expenditures, etc. Event Binder must be delivered to PTO Board President upon completion of Event.

- Select and reserve a date and location with the approval of PTO Board and General Membership
 - Submit a Follow Up Report once date and location have been determined.

- Select and reserve a Supplier with the approval of PTO Board and General Membership.
 - Submit a Follow Up Report once date and location have been determined.

- Maintain constant communication with the PTO Board on all actions made, and copy PTO Board on all communications.

- Advertise the event within the designated and approved budget. All advertising material must be approved and proofread by the PTO Board prior to submission.

- Purchase supplies within the designated and approved budget.

- Delegate to the committee: Pre-inventory and set-up, volunteers, post-inventory and clean up, decorations, optional refreshments for volunteers.

- Contact the treasurer to plan for cash boxes and cash handling. Chairperson must verify all monies (including change) received prior to event, and monies received during event, and sign off all monies returned to treasurer for deposit.

- Keep accurate records and submit a written report for the PTO files.