

## 2025-2026 Roles and Responsibilities - Quick Info & Responsibilities

### **President**

- Set calendar
- Meet monthly with Principal
- Create PTO monthly meeting agendas (General and Board)
- Lead and execute monthly PTO meetings
- Coordinate and supervise subcommittees for all PTO sponsored events
- Authorized signatory

### **VP1**

- Monthly meetings with Principal
- Act as Co-President
- Shadow President
- Signatory on accounts

### **VP2**

- Liaison for PTO communications
- Coordinate and communicate with grade (or class) parents

### **Communications**

- Instagram and Facebook
- Weekly Newsletter
- Print and laminate major info for PTO Board
- Partner with event leads on separate communications
- Website updates

### **Fundraising**

- Voluntary Tuition
- Fund Run
- Coastsides Gives
- Crab Feed
- Paws in the Park

### **Financial Secretary**

- Manage bank deposits
- Manage PO Box & PTO Office Box

### **Treasurer**

- Budget & Bookkeeping
- Manage payments and checkbook
- Spend Analysis

### **Secretary**

- Record notes at all General PTO & Board Meetings
- Send out notes via email (Google Doc) and save on PTO Google Drive

**PTO Leads**

Please email [elgranada.pto@gmail.com](mailto:elgranada.pto@gmail.com) to sign-up for lead roles or committees!

**Birthday Board**

- Promote birthday announcements
- Send weekly email with schedule of birthdays for upcoming week
- Coordinate sign (Dolphin Club unless Monday) and balloons (morning)

**EGE Gear**

- Order and distribute school gear
- Management payments and sales

**Assemblies**

- Research and schedule 3-5 school wide assemblies per year
- Communicate and coordinate with presenters
- Coordinate payment
- Day-of - tech setup and meet presenter (if needed)

**Family Fun Events**

- TK/K Summer Meetups
- TK/K Welcome Social
- Movie Night
- Wake and Read 2x
- Open House Ice Cream Social
- Harlem Wizards (January 2026)
- Night of Lights
- Form subcommittee

**Sweetheart Dance**

- Coordinate and execute Sweetheart Dance
- Form subcommittee

**Talent Show**

- Coordinate and execute Talent Show
- Form subcommittee

**Pumpkin Patch**

- Coordinate and organize teacher sign-up and parent volunteers

**Arts and Science Week**

- Coordinate and execute A&S Week
- Form subcommittee

**Staff Appreciation Week**

- Coordinate and execute Staff Appreciation
- Form subcommittee

**Art in Action**

- Manage and order supplies
- Find and advise parents who want to lead
- Communicate with teachers as needed
- Send out login info to staff at start of school year

**Book Fair (December 2025)**

- Coordinate and execute Book Fair
- Form subcommittee

**Yearbook**

- Coordinate, execute, and promote Yearbook
- Collect and take photos
- Manage 5th grade cover contest, group photo, baby photos, and free yearbooks

**Tea and Talk**

- Monthly coffee and donuts