

LANGAN SCHOOL PTO VOLUNTEER POSITION JOB AGREEMENT

Job Title: Fundraising Committee Chair

Position summary: The Fundraising Committee chair is responsible for the planning and execution of all the fundraising activities performed by the PTO and for stewarding the money/funds raised and distributed back to the school. PTO and Langan School shared goals will dictate fundraising goals and priorities for the year. ***The PTO is not separately incorporated and does not have its own EIN number.*

Essential Duties and Responsibilities:

- The Fundraising Chair acts as a key contact point between the PTO President/Vice President, parents, school staff, and sometimes the wider community as the chair of the fundraising committee.
- The Fundraising Chair will work with the PTO President, Vice-President and the Center and School administration to set fundraising priorities and plan fundraising initiatives for the school year.
- The fundraising chair will recruit and direct volunteers to participate in fundraising initiatives undertaken by the PTO. They must delegate appropriate duties to volunteers and oversee all volunteer training. Overall, the Chair must work and motivate others with a strong sense of the fundraising goals and timeline. **This position will work with the School Events and Volunteer Chair as necessary.*
- The Fundraising Chair will plan and execute the work of the fundraising committee and all fundraising initiatives set by the PTO.
- Track all fundraising dollars for each PTO fundraising initiative and also keep detailed expense records and submit all pertinent receipts.
- Evaluate the success of and report the results of all PTO fundraising initiatives to PTO and school administration.
- Work with school administration and staff to communicate and promote the good work and results of PTO fundraising initiatives
- Ensure timely response and reply to emails and phone calls from school administration, Center leadership, Langan School staff and fellow PTO members and parents.
- Present a neat and professional appearance while executing PTO duties.