

## CONERLY ROAD SCHOOL PTO EXECUTIVE BOARD MEMBERS

### **Co-Presidents: Karina Felix and Jeff Dowd**

Preside at all membership meetings; prepare the meeting agendas; represent the school on the Presidents' Council; act as liaison between the school staff and the PTO; see that all books, reports and certificates as needed are properly kept and filed; have the power to sign checks or drafts along with the Treasurer; and in conjunction with the Budget Committee and the Treasurer, prepare the budget. Work with CRS administration on daytime programs specifically assembly programs.

### **Vice Presidents and Co-chairs:**

Act as the aides to the President / Co-presidents and, in their designated order, perform the duties of the President / Co-presidents in the absence or inability of that officer to serve.

### **Vice President of Fundraising: Sandy King**

Responsible for the review of all fundraising opportunities, coordination with all vendors, and overseeing the activities of all chairpersons and volunteers for the all individual fundraisers.

### **Vice Presidents of Community Events: Alanna Gurwitz and Jennifer Peng**

Responsible for the review of all community outreach opportunities between CRS, local businesses and establishments. Notify PTO members of all school events, send out staff acknowledgements (thank you, sympathy, well wishes card, etc.)

### **Treasurer: Kimberley Davison**

Responsible for the monies of the PTO, maintains the PTO banking account and financial records, pays all bills, prepare and submits monthly written reports on the finances of the PTO and in conjunction with the President / Co-presidents prepare a budget for the PTO.

### **Communications Secretary: Kasey Vaughn**

In charge of communication including but not limited to performing or overseeing the following: serving all notices to members of the organization, maintaining the PTO Facebook page, PTO automated communications with CRS families and posting information on the PTO bulletin board.

### **Recording Secretary: Ursula Wiggins**

Responsible for the monthly PTO meeting reminders; prepared, distributes and keep all monthly PTO meeting minutes and records of the organization; follows Roberts Rules of Order and maintains PTO membership updates.

Our email: [Conerlyroadschoolpto@gmail.com](mailto:Conerlyroadschoolpto@gmail.com)

Friend us on Facebook: CONERLY ROAD SCHOOL PTO

Check out our homepage 'Parent Teacher Organization' on the Franklin Township Board of Education website: [www.franklinboe.org/crs](http://www.franklinboe.org/crs)