

## General Board Member

# Fundraising

Attend all Board and General Meetings.

Attend PTA and the Law, can skip if taken in last 2 years. Attend trainings offered through Region, State, etc as necessary.

Assist in identifying activity and committee leads, for those activities under your area of responsibility.

Provide monthly newsletter items to keep membership informed of your area of responsibility (ie, fundraising events, box tops and labels for education monthly results).

Complete Committee Plan of Action Forms for any programs, activities or events to be presented at board meetings, preferably one month prior

Ensure each activity chairperson/volunteer is trained for their specific area of responsibility and has whatever resources he/she needs to work effectively.

Provide either written or oral reports/progress updates of all committees at Board and General Meetings as necessary.

Coordinate all fundraising activities.

Communicate yearly the "smaller" fundraising activities out to Stillwater (ie, box tops, Tyson labels, juice pouches, printer cartridges, etc.).

Work with treasurer and president to set fundraising goals per activity based on budgetary needs for next year.

Review fundraising activity logistics with president(s) well before items must go to print.

Provide daily electronic status reports to Stillwater administration and executive board during fundraising activities.

Provide receipts to all businesses who donate to Stillwater PTSA.

Keep appropriate records for fundraising activities in accordance with IRS laws

Check folder at school at least once a week.

Send any social media posts on behalf of the PTSA to communications.

Upload all pertinent documents to OneDrive by June 30th.

Meet with replacement for following year (if applicable) by June 30th for training.

Keep a list of Fundraising volunteers to ensure that the board has a complete list for the end of year volunteer celebration

Ask communications to promote the need for last minute fundraising volunteer on FB

Utilize thank you cards in the PTSA cabinet to fill out and distribute to Fundraising volunteers as needed

Enter fundraising volunteer event/activity needs into MySchoolAnywhere, send volunteer requests through MySchoolAnywhere, ask communications to post to FB if necessary

Help plan the end of year Volunteer Appreciation party with the board.