

Timberlin Creek Elementary 2026-2027

PTO Board Mission, Positions and Responsibilities

PTO Statement: The mission of the Timberlin Creek PTO is to improve our school environment for both staff and students. We strengthen the connection between home and school by supporting our staff, funding enrichment programs, and creating memorable, inclusive family events. Once an Eagle, always an Eagle.
Together we soar!

Goals: These goals come directly from listening to the needs of our school: Pest Control, Industrial fans in our outdoor areas, PE intercom system to improve communication and safety.

Meetings: Meetings are monthly and held the 1st Wednesday of the month in the TCE cafeteria at 6:30pm. The PTO President and Co President will meet with the school's principal quarterly. The Secretary will email meeting notes after each meeting to all PTO members.

Board Members:

President: Katie Nettle

Co-President: Jen Marek

Treasurer: Val Kiernan

Co-Treasurer: Jeni Kelly

Secretary: Jackie Gallagher

Parliamentarian: Mitzi Mullinax

VP Fundraising: Nichole Errington

VP Volunteers: Amanda Miller

Positions: Any position may be held for a minimum of two years. Any position may be held by two Co-Chairs if all Board positions are filled.

President: The President acts as the primary coordinator and representative of the Parent Teacher Organization to the school administration, PTO Board and membership, and TCE families.

Key Responsibilities:

- Lead all PTO meetings and set agendas with the principal

- Oversee committees, events, and annual planning
- Serve as the main liaison with the principal and staff.
- Ensure Bylaws are followed and updated as needed.
- Set the strategic direction and structure the operation of the Board.
- Provide continuity and transition support to the next board.
- Assist in event coordination throughout the year by supporting fundraising strategy and volunteer recruitment.

Co-President: Serves as the second-in-command. Supports the president and often manages committees.

Key Responsibilities:

- Works alongside the President in all of their responsibilities.
- Assist the President in planning and communication.
- Ready to assume the duties of the President in their absence or transition.
- Take on specific projects or initiatives delegated by the President.
- Oversee committee chairs
- Assist in event coordination throughout the year by supporting fundraising strategy and volunteer recruitment.

Treasurer: Responsible for the complete financial integrity of the PTO, ensuring transparency, proper tracking, and adherence to the budget across all committees.

Key Responsibilities:

- Maintain accurate financial records and bank accounts.
- Prepare and present monthly financial reports for each meeting, detailing earnings, spending, and the current account standing.
- Processes reimbursements, deposits, and payment transactions
- Ensure compliance with IRS/ State Nonprofit requirements.
- Assist in event coordination throughout the year by supporting fundraising strategy and volunteer recruitment.

Co-Treasurer: Works alongside the Treasurer in all of their responsibilities.

Key Responsibilities:

- Assist the Treasurer in all income and expenditures.
- Tracks fundraising financial progress and reports to the Board.
- Takes on specific projects or initiatives delegated by the Treasurer.
- Ready to assume the duties of the Treasurer in their absence or transition,
- Assist in event coordination throughout the year by supporting fundraising strategy and volunteer recruitment.

Secretary: Official record- keeper of the PTO Board, ensuring that discussions are documented and that decisions lead to timely action.

Key Responsibilities:

- Creates accurate and comprehensive minutes of all meetings.
- Maintain PTO documents (including documents/permits required by SJCSD), Bylaws, and historical records.
- Support communication efforts and provide follow up to the Board of what decisions need to be acted upon.
- Participates in newsletters, flyers, and website.
- Assist in event coordination throughout the year by supporting fundraising strategy and volunteer recruitment.

Parliamentarian: Enforces Bylaws in all TCE Board and Membership operations.

Key Responsibilities:

- Distributes and maintains Bylaws and Board Commitment Forms.
- Verifies Bylaws are followed and proper meeting procedures are in place.
- Assist in event coordination throughout the year by supporting fundraising strategy and volunteer recruitment.

First Vice President - Fundraising Coordinator: Responsible for crafting, designing, and distributing all PTO related fundraiser and promotional materials to the school community across various digital platforms.

Key Responsibilities:

- Manages fundraisers and Business Partner Spirit Nights throughout the year.
- Manages TCE PTO Facebook pages and other social media accounts to engage the community and promote fundraising and business partnership events.
- Manages the Business Partnership Program.
- Organize, distribute, and display marketing deliverables. Ie: student folders, parent pickup tags, and BP fence banners.
- Tracks fundraising progress and reports to the Board and Members.
- Assist in event coordination throughout the year by supporting fundraising strategy and volunteer recruitment.

Second Vice President- Volunteer Coordinator: Responsible for sourcing and coordinating all outside volunteer resources needed for school related events.

Key Responsibilities:

- Presents ideas and assigns PTO Board Members when volunteering is needed for event logistics, setup, and clean up, ensuring all roles are filled.
- Maintains volunteer database with sign-ups and tracks participation.
- Disperses Room Parent Guide and maintains room parent data base to recruit support and volunteer(s) in the classroom.
- Serve as the liaison between room parents, outside volunteers and the PTO Board.
- Assist in event coordination throughout the year by supporting fundraising strategy and volunteer recruitment.

Committee Chairs: Multiple volunteered Members responsible for working directly with the PTO Board and Members for planning and executing events that strengthen the school community and foster family engagement. A PTO Member may Chair one event or multiple events throughout the school year.

PTO Hosted Events:

- **Spirit Coordinator(s):** Organizes fun opportunities for students and families to show their school pride, including promoting TCE School Merchandise, Character Counts, Spirit Stick sale coordination, and TCE Eagle Rock.
- **Hospitality Chair(s):** Leads the effort to consistently recognize and celebrate the school's faculty and staff throughout the school year. This chair includes monthly teacher appreciation events and meals, new school year welcome events.
- **District Liaison:** Attends the District Forum Meetings and represents TCE PTO. Reports SJCS District updates in policy, procedure or news to the Board and Members. District Forum meetings typically occur every other month.
- **Technology Chair:** Manages and supports PTO's digital tools and online presence to include maintaining PTO website, social media platforms, online forms and communications. This Chair supports event technology needs and assists board members use digital tools effectively.
- **Fundraising Event Chair(s):** Grands Day, Fun Run, Fall Festival & Trunk or Treat, Boys Bash, Girls Gala, Teacher Appreciation Week.