

Sunset Ridge/Middlefork School PTO Board Report

Thank you for taking time to complete this report. This information will be kept as an electronic file on the website and used solely to hand down to the next person responsible for chairing this position. We value your experience and knowledge and know the incoming chair will as well. Every little bit helps!

Submitted by: Emily LeMire

Board Position and Year held: Secretary: 2022-2025

Approximate Budget: \$0

Key Responsibilities:

Month	Responsibilities (bullet format, as many as needed)
August	<ul style="list-style-type: none">- Contact the prior Secretary and ask for information, the Gifts book, and that he/she email you their documents from the prior year if you haven't already received them-Attend first Executive Board Meeting.-Purchase anniversary cards for teachers celebrating milestones that the PTO sponsors
September	<ul style="list-style-type: none">- Attend Executive Board Meeting.- Attend PTO Meeting, take the Minutes, type them up and forward to the President
October	<ul style="list-style-type: none">- Attend Executive Board Meeting.- Attend PTO Meeting, take the Minutes, type them up and forward to the President.- You may be asked to sit on the PTO Gifts Committee and attend the meeting in late October/early November
November	<ul style="list-style-type: none">- Attend Executive Board Meeting.- Attend PTO Meeting, take the Minutes, type them up and forward to the President
December	<ul style="list-style-type: none">- Attend Executive Board Meeting.- Attend PTO Meeting, take the Minutes, type them up and forward to the President
January	<ul style="list-style-type: none">- Attend Executive Board Meeting.- Attend PTO Meeting, take the Minutes, type them up and forward to the President
February	<ul style="list-style-type: none">- Attend Executive Board Meeting.- Attend PTO Meeting, take the Minutes, type them up and forward to the President
March	<ul style="list-style-type: none">- Attend Executive Board Meeting.- Attend PTO Meeting, take the Minutes, type them up and forward to the President
April	<ul style="list-style-type: none">- Attend Executive Board Meeting.

	<ul style="list-style-type: none"> - Attend PTO Meeting, take the Minutes, type them up and forward to the President. - Discuss any impending retirements with Dr. Stange, the Principals, and the PTO President and ensure that the PTO retirement gifts are purchased
May	<ul style="list-style-type: none"> - Attend Executive Board Meeting. - Attend PTO Meeting, take the Minutes, type them up and forward to the President. - If the PTO gifts the outgoing President at the last PTO Meeting, you will purchase that gift on their behalf. - Purchase gifts for staff retirement and baby announcements
June	<ul style="list-style-type: none"> • Email this year's documents to the next Secretary and President
July	<ul style="list-style-type: none"> •

Key Contacts: List key contacts, in chart below and any pertinent information that could prove useful for incoming chair.

Name	Email	Phone	Misc. Notes
Emily LeMire	emilysmartlemire@gmail.com	312.401.5949	