**PTO Co-Treasurer**

**Executive Board Role | 1-Year Term**

### ⭐ What This Role Does

The PTO Co-Treasurer supports the Treasurer in managing the PTO's financial operations. This role helps with day-to-day financial tasks such as tracking income and expenses, processing payments, and assisting with event deposits.

The Co-Treasurer works closely with the Treasurer and board members to ensure funds are handled responsibly and financial records remain organized and transparent.

## 📋 Key Responsibilities:

**Financial Recordkeeping**

- Help maintain accurate records of PTO income and expenses
- Assist with processing payments and reimbursements according to PTO procedures
- Support preparation of financial reports for PTO meetings

**Event & Fundraiser Support**

- Assist with cash handling and deposits for PTO events and fundraisers
- Help event leads understand financial procedures when needed

**Collaboration with Treasurer**

- Work closely with the Treasurer to ensure financial records remain organized and up to date
- Assist with year-end reporting, financial reviews, or required filings as needed

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## ⏱ Time Commitment

Approximately **2–4 hours per week**, with additional time during larger PTO events or high-activity periods.

Attendance at PTO meetings and key events is expected, especially when financial support or cash handling is needed.

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## 👍 You Might Enjoy This Role If You…

- Enjoy organization and keeping records accurate

- Are comfortable working with numbers and financial tracking
- Like supporting behind-the-scenes operations that help events run smoothly
- Want to contribute to the PTO in a structured, detail-oriented role

Prior PTO board experience is **not required**.

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## 🤝 Support You'll Have

The Co-Treasurer works closely with:

- The PTO Treasurer
- The PTO Executive Board
- Event leads and coordinators
- School administration when needed

Financial systems, documentation, and guidance from previous board members are available to support a smooth transition into the role.

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## ✔ Eligibility

Any PTO member eligible for office under the PTO bylaws may serve, pending OCPS ADDitions approval.