**President:**

Attend all GWPO meetings

Attend all GWPO functions

Put in for all building use permits

Will prosses all online orders

Meets monthly with principle

Prepares GWPO meeting agenda with secretary

Acts as liaison between GWPO to school district and Grant Watts staff

Keeps Webpage up to date.

Post information and updates to Facebook with secretary

Response to message on Facebook with secretary

Post agendas & meeting minutes and to Facebook and webpage.

Prepares GWPO portion of Grant Watts emails with vice president

Leads GWPO meetings

Prepares and gives necessary GWPO speeches.

Keeps all board members informed of any and all GWPO happenings

Works in conjunction with Action coordinators to run Action

Will co-run Boohoo Yahoo

Acts at lesson/resource for: Fall Harvest Festival, , Walks A Lot and Turkey Trot, Staff Treat Day, Staff Appreciation Week, Hearts & arrows Dance and Yearbook

**Vice President:**

Attend all GWPO meetings

Attend all GWPO functions

Stands in for president at GWPO functions/events, if needed

Prepares GWPO portion of Grant Watts emails with president

Keeps record of themes, past chair & co-chairs for all GWPO events

Will run Apparel Sales

Will co-run Boohoo Yahoo

Acts at lesson/resource for: Bingo Night and Wolfs Den

Coordinates Teacher Conferences lunch

**Treasurer:**

Attend all GWPO meetings

Attend all GWPO functions

Provide cash boxes at all necessary GWPO events

Presents a budget report at all GWPO meetings

Will prepare or make arrangements for all necessary tax documents

Keeps records of all past (7 years) and present financial activity

Maintains annual operating budget for GWPO

Provides financial information to GWPO board

Will collect all moneys for deposits

Will maintain bank balance to cover all outgoing payments

Processes reimbursements

Works in conjunction with Action coordinators to run Action

Will co-run Boohoo Yahoo

Acts at lesson/resource for: Family Fun Night

**Secretary:**

Attend all GWPO meetings

Attend all GWPO functions

Prepares GWPO meeting agenda with president

Takes minutes at all GWPO meetings

Provides prepared meeting minutes to president

Post information and updates to Facebook with president

Response to message on Facebook with president

Wil oversee all elections

Keeps and maintains a master copy of volunteers and their contacts

Compiles an archive of all GWPO activities for the year at the end of each year

Will run Movie Ticket Sales

Will co-run Boohoo Yahoo

Acts at lesson/resource for: Talent Show, GWPO Bulletin Boards, and Box Tops