



Sunset Mesa Parent Association (SMPA) Officer Position: Treasurer



OBJECTIVE

Accurately manage the funds needed for SMPA operations, issue checks for expenses and deposit income.

RESPONSIBILITIES

- ✿ Balance the SMPA checkbook monthly.
- ✿ Deposit checks and issue reimbursements as needed.
- ✿ Check SMPA mailbox for monthly bank statements.
- ✿ Organize the Fall Festival Silent Auction and Spring About fundraiser.
- ✿ Obtain donations from parent community to support auctions and other fundraisers as needed.
- ✿ Coordinate with SMS office to send notifications and requests for donations to the parent community.

COMMUNITY SUPPORT

- ✿ Recommend having at least 2-3 volunteers to support each fundraising activity.
- ✿ Volunteers are needed to help organize donations, monitor the table and collect funds at the end of the fundraiser.

FINANCIALS

- ✿ The only financial support the SMPA receives to fund other committees is through the auctions and other fundraisers organized.

IMPORTANT DATES

- ✿ Fall Festival and Silent Auction fundraiser is held annually in October on North Campus.
- ✿ Spring About and associated fundraiser is held in May on South Campus.

ADDITIONAL INFO

Coordinate with the SMS office to send out information to the parent community.

