



# LOVEJOY COUNCIL OF PTOS

## BOARD BINDER TABLE OF CONTENTS

Items that **should be kept** in your book:

- PTO Bylaws and Standing Rules
- Fact Sheet
- Board Roster
- Mission, Vision and Purpose
- Approved Budget
- Your Plan of Work
- **List of your duties and responsibilities**
- **Notes on executing your role (event wrap up)**
- **Forms/flyer that you distribute** (and keep a soft copy)

Items that you **may need**:

- Deposit Form
- Check Request Form
- Facility Use Request Form
- Setup Request form
- Event Wrap Up Form
- Copy of the tax-exempt status

Items that you can throw out:

- Previous meeting agendas {You really only need to keep these if they pertain to your role}
- Previous monthly financial reports {You really only need to keep these if they pertain to your role}