

# Hours Recorder



**Purpose:** In order for PTO to monitor progress of family commitments, hours are recorded and published.

**Prerequisite/Requirement:** Computer and skill with database/spreadsheet software.

## Job Responsibilities

- Keep a running tally of all hours worked by *each* family on a monthly basis via hours sheets in hours binders, record sheets provided by Ombuds, field trip coordinators, special projects coordinators, committee chairs, and others with responsibility for reporting hours per school hours recording procedures.
- Obtain list of hours purchased by the Alternative Services Chair prior to completing monthly reports.
- Prepare monthly hours summary reports, to be posted on the PTO bulletin board and quarterly hours reports which are distributed to each family. When prepared, hours reports will also be provided to the Principal, President, Upper and Lower Class VP's and class Ombuds on request.
- Process a Low Benchmark Families report in excel format and distribute to the Principal, President, Upper and Lower Class VP's and class Ombuds on request.
- Communicate with the Executive Board regarding any questions or issues related to hours reporting. Attend Executive Board meetings as needed.
- Tally the commitment hours by categories designated by the board at the end of the year and/or if asked by a Board Member.
- Prepare a year-end commitment report that shows total hours worked in each category.

With approval of Executive Board, may appoint an assistant to help with entering hours recorded in Hours Binders. Assistant may be responsible for entering up to half of Hours Binders. Information entered by assistant must be merged with information entered by Recorder monthly before hours summary reports are produced. Recorder is responsible for training assistant. Assistant job is assigned 45 hours.

**Financial Responsibility:** None

**Hours recording procedure:** Hours are calculated on per month basis for 10 months (Sept. to June) and are automatically posted by the Hours Recorder each month.

**Hours earned:** Full Commitment

**Reports to:** President

**Selection Process:** Appointment This position will be filled by the PTO Executive Board. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the close of the election.

**Term:** July 1 to June 30

Candidates

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**Revised 3/21**