

PTO Executive Board Job Descriptions

The President shall set the agenda and preside at all meetings of the organization and Executive Council and shall perform such duties as may be prescribed in these by-laws or assigned by the organization or by the executive council; and shall coordinate and support the work of the officers and committees so that the objectives may be promoted. Attendance at all executive, board and general meetings is expected unless providentially hindered.

The 1st Vice President shall act as an aide to the president and shall perform the duties of the president in the absence or inability of the officer to serve. He/she will also act as program chairman for the three general meetings and oversee all non-fundraising activities and programs.

The 2nd Vice President shall act as head of all fundraising events. He/she will evaluate, oversee and report to the board on current and prospective fund-raisers.

The Recording Secretary will record the minutes at all board and general meetings and shall perform such other duties as may be delegated to him/her. Copies of the minutes will be given to all executive council members, board members, the principal, and teacher representative within one week of the meeting. He/she will also post the minutes on the website and keep a “minutes” binder up to date in the office.

The Corresponding Secretary shall handle all correspondence for the organization and shall notify members of the executive council of all board meetings. He/she may also submit PTO information for the Wards Creek Elementary newsletter. He/she shall be responsible for weekly PTO website updates or as needed. He/she shall be responsible for organizing the data for directory publication. He/she will also perform other such duties as may be delegated to him/her.

The Treasurer shall be present at all functions of the organization where funds are to be accepted and shall further be responsible for the counting, balancing and depositing at the bank of all funds as soon as possible. In the treasurer’s absence, the treasurer shall delegate an alternate for the treasurer’s duties. The treasurer shall have custody of all funds of the organization, shall keep a full and accurate account of receipts and expenditures and shall make disbursements with the President, 1st and 2nd Vice-Presidents, or Secretary as co-signatories, in accordance with the approved budget and as otherwise directed by the organization. He/she will keep a numbered receipts book and issue receipts for all moneys collected. The treasurer shall require 2 people to count all funds collected and to sign a form noting the totals. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive council and shall provide a full report at the annual meeting. The treasurer shall be responsible for the maintenance of all accounts and records as required in tracking of items purchased, gross income, receipt and disbursement of organization funds, including specifically the number of members and dues collected. Such books of account and record shall, at all reasonable times, be open to inspection by any representative of the PTO

board. The treasurer shall file an annual Income Tax Return on behalf of the organization. The Treasurers accounts shall be examined annually by an auditor or an auditing committee of at least three members who, satisfied that the Treasurer's annual report is correct, shall sign a of that fact at the end of the report.

The Parliamentarian shall serve as a guide to proper parliamentary procedures based on Robert's Rules of Order at meetings. When by-laws are to be reviewed or amended he/she shall serve on the by-laws committee. He/she shall be responsible for preparing and submitting said by-law amendments to the general membership for approval.

The Volunteer Coordinator shall work with the school and/or school district to maintain a current list of approved volunteers. He/she shall coordinate a volunteer email hot-line and assist in fulfilling requests for volunteers for PTO committees and school functions. He/she shall also be responsible for overseeing compliance with and the submission of the Five Star School Award application.

The SAC Liaison shall serve as liaison between the PTO and the School Advisory Committee (SAC). He/She shall communicate current project and upcoming events being coordinated by the PTO.

The Room Parent Liaison shall serve as a liaison between the PTO and Teachers and Room Parents. He/She shall communicate upcoming events and requirements of the classrooms as well as any other timely information that needs to be passed along to the classrooms. He/She will coordinate volunteers or donations from each classroom as the needs arise.

The Business Partner Liaison shall serve as a liaison between the PTO and our Community Business Partners. He/She shall be responsible for soliciting partnerships at all donation levels as well as maintaining that relationship throughout the year. He/She shall be responsible for coordinating level appropriate advertising opportunities. He/She shall also coordinate the annual Business Partner Appreciation Breakfast.