



PTO EXECUTIVE BOARD POSITIONS

Please read all of these position descriptions thoroughly, these are volunteer positions but they do require a lot of time and dedication throughout the entire year.

President:

Set agenda and preside all meetings of the executive council and shall perform duties as may be prescribed from the by-laws. Shall coordinate and support the work of officers and committees. Attendance at all executive, board, and general meetings is expected.

1st Vice President:

Shall act as an aide to the president and shall perform duties of the president in the absence or inability for 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. He/she will also perform such duties as may be delegated to him/her. Attendance at all executive, board, and general meetings is expected.

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. He/she will also perform such duties as may be delegated to him/her. Attendance at all executive, board, and general meetings is expected.

The Recording Secretary:

will record the minutes at all the board meetings and general meetings and shall perform such other duties as may be delegated to him/her. Attendance at all executive, board, and general meetings is expected.

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 submit PTO monthly newsletters, be responsible for PTO website and social media updates. He/she will also perform such duties as may be delegated to him/her. Attendance at all executive, board, and general meetings is expected.

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. Have custody of all funds, shall keep a full and accurate account of receipts and expenditures. He/she will also perform such duties as may be delegated to him/her. Attendance at all executive, board, and general meetings is expected.



The Parliamentarian:

shall serve as a guide to the proper parliamentary procedures on Robert's Rules of Orders at meetings. Shall serve on the by-law committee. He/she will also perform such duties as mat be delegated to him/her. Attendance at all executive, board, and general meetings is expected.

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 and assist in fulfilling requests for volunteers for the PTO committees and school functions. He/she will also perform such duties as mat be delegated to him/her. Attendance at all executive, board, and general meetings is expected.

The SAC Liaison:

shall serve as a liaison between the PTO and the School Advisory Committee (SAC). He/she shall communicate current projects and upcoming events being coordinated by the PTO. Attendance at all PTO and SAC meetings is expected. He/she will also perform such duties as mat be delegated to him/her.

The Room Parent Liaison:

shall serve as a liaison between the PTO and the room parents. He/she shall communicate upcoming events and requirements of the classroom as well as other timely information that needs to be passed along to the classroom. He/she will coordinate volunteers/donations from each classroom as the needs arise. He/she will also perform such duties as mat be delegated to him/her. Attendance at all executive, board, and general meetings is expected.

The Teacher Liaison:

shall serve as a liaison between the PTO and teachers/staff. He/she shall communicate upcoming events and requirements of the classroom as well as other timely information that needs to be passed along to the classroom. He/she will also perform such duties as mat be delegated to him/her. Attendance at all executive, board, and general meetings is expected.

The Business Partner Liaison:

shall serve as a liaison between PTO and our Community Business Partners. He/she is responsible for soliciting partnerships at all donations levels as well as maintaining a relationship with them throughtout the year. He/she will be responsible for coordinating appropriate advertising opportunities. He/she shall also coordinate the annual Business Partner Appreciaton Breakfast. He/she will also perform such duties as mat be delegated to him/her. Attendance at all executive, board, and general meetings is expected.