PTO EXECUTIVE BOARD POSITIONS

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

President:

The President leads the PTO by guiding meetings, setting agendas, and supporting officers and committee chairs throughout the year. This role helps keep PTO initiatives organized, moving forward, and aligned with the organization's goals. The President works closely with school leadership and the Executive Board to ensure events and programs run smoothly and effectively. This position is ideal for someone who enjoys leadership, collaboration, and being actively involved in the school community. Attendance at ALL meetings and PTO events is expected.

Vice President:

The Vice President supports the President and helps guide the overall work of the PTO. This role oversees PTO programs and activities, assists with planning general membership meetings, and provides leadership for fundraising efforts throughout the year. The Vice President works closely with committee chairs and the Executive Board to keep initiatives organized, on track, and effective. This position is ideal for someone who enjoys collaboration, organization, and supporting school-wide events. He/she will also perform such duties as may be delegated to him/her. Attendance at ALL meetings and PTO events is expected.

The Recording Secretary:

The Secretary helps keep the PTO organized by recording meeting minutes and maintaining clear records of board and general meetings. This role ensures decisions and actions are documented and shared with the Executive Board as needed. The Secretary supports the smooth operation of the PTO and works closely with board members throughout the year. He/she will also perform such duties as may be delegated to him/her. Attendance at ALL meetings and PTO events is expected.

The Communications Coordinator

The Communications Coordinator manages PTO communications and helps keep families informed and engaged. This role handles meeting notices, supports newsletters, and helps update the PTO website and social media channels as needed. The Coordinator works closely with the Executive Board and committee chairs to share timely, accurate information about events and initiatives. He/she will also perform such duties as may be delegated to him/her. Attendance at ALL meetings and PTO events is expected.

The Treasurer:

The Treasurer plays a key role in keeping the PTO organized, transparent, and financially healthy. This position oversees all PTO finances, including tracking income and expenses, preparing regular financial reports, and ensuring funds are handled accurately and responsibly at events. The Treasurer works closely with the President and Executive Board to manage the approved budget, maintain clear records, and support sound financial decision-making. This role is ideal for someone who is detail-oriented, trustworthy, and comfortable working with numbers. He/she will also perform such duties as may be delegated to him/her. Attendance at ALL meetings and PTO events is expected

The Parliamentarian:

The Parliamentarian helps ensure PTO meetings run smoothly and fairly by serving as a guide to basic parliamentary procedures. This role supports the Board by advising on meeting process and assisting with bylaw review or updates as needed. He/she will also perform such duties as may be delegated to him/her. Attendance at ALL meetings and PTO events is expected

The Volunteer and Events Coordinator:

This role connects volunteers, room parents, and committee chairs to help PTO events run smoothly. The Volunteer & Events Coordinator organizes volunteer communication, supports event planning, and ensures events are staffed, on track, and within budget. This position is ideal for someone who enjoys coordination, communication, and being involved in school events. He/she will also perform such duties as may be delegated to him/her. Attendance at ALL meetings and PTO events is expected.

The SAC Liaison:

The SAC Liaison serves as the connection between the PTO and the School Advisory Committee (SAC). This role shares information about PTO projects and upcoming events and helps ensure strong communication between both groups. The SAC Liaison supports collaboration between the school and PTO and keeps the Executive Board informed of relevant discussions. He/she will also perform such duties as may be delegated to him/her. Attendance at ALL PTO and SAC meetings and PTO events is expected.

The Teacher Liaison:

The Teacher Liaison serves as the communication bridge between the PTO and teachers and staff. This role helps share information about upcoming events, classroom needs, and PTO initiatives, ensuring teachers and staff feel informed and supported. The Liaison works closely with the Executive Board to strengthen collaboration between the PTO and the school community. Attendance at meetings and events is not expected but encouraged.

The Business Partner Liaison:

The Business & Community Liaison builds and maintains relationships between the PTO and local business partners. This role helps secure community support through sponsorships and partnerships, coordinates partner recognition and advertising opportunities, and assists with planning the annual Business Partner Appreciation Breakfast. The Liaison works closely with the Executive Board to strengthen community connections that support school programs and events. He/she will also perform such duties as may be delegated to him/her. Attendance at ALL meetings and PTO events is expected.