

President

PTO EXECUTIVE BOARD

TYPICAL MONTHLY TASKS

- ◇ Prepare for and lead PTO meetings
- ◇ Make PTO Purchases
- ◇ Review the Treasurer's Report
- ◇ Create and Post PTO Graphic for Events/Reminders/Flyers/Etc.
- ◇ Thank Volunteers for events
- ◇ Schedule and Coordinate Events
- ◇ Oversee all PTO Committees and be available to answer questions

TYPICAL ANNUAL TASKS

- ◇ Finalize the activities calendar with the Principal
- ◇ Set a Schedule for Monthly Board meetings
- ◇ Create and Maintain Monthly PTO Calendar for school s'more

Characteristics

Understanding and executing the PTO mission and goals to create a welcoming and enriching environment for parents, students and staff.

Responsibilities

As President you will oversee aspects to ensure the PTO is staying aligned with its mission, being active in the school community and serve as the lead liaison for the PTO for the current school year.



Vice President

PTO EXECUTIVE BOARD

TYPICAL MONTHLY TASKS

- ◇ Assist the President
- ◇ Perform the President duties if the president is unable to
- ◇ Participate in executive board meetings
- ◇ Monitor the PTO Facebook page
- ◇ Post PTO minutes to the Webpage
- ◇ Be an ambassador for the PTO and the school

TYPICAL ANNUAL TASKS

- ◇ Oversee event chairs and be a liaison to report to
- ◇ Oversee PTO webpage keeping events and date up to date
- ◇ Oversee fundraising selection, planning and evaluation

Characteristics

Understanding and executing the PTO mission and goals to create a welcoming and enriching environment for parents, students and staff.

Responsibilities

Assist in leadership of PTO to meet current goals of the year. Oversee committee and event coordinators.



Treasurer

PTO EXECUTIVE BOARD

TYPICAL MONTHLY TASKS

- ◇ Make deposits for PTO functions and fundraisers.
- ◇ Reimburse teachers and volunteers for approved expenditures.
- ◇ Create monthly treasurer report for presentation at PTO meeting.
- ◇ Provide any necessary training to committee chairs who collect money.
- ◇ Track event spending keeping within the budget.

TYPICAL ANNUAL TASKS

- ◇ Participate in creation of current year and next year budget.
- ◇ Participate in executive decisions regarding fund distribution.
- ◇ Close out PTO funds at the end of the year, prep for the next year.

Characteristics

Understanding and executing the PTO mission and goals to create a welcoming and enriching environment for parents, students and staff.

Responsibilities

Manage all incoming and outgoing funds with appropriate record keeping.



Secretary

PTO EXECUTIVE BOARD

TYPICAL MONTHLY TASKS

- ◇ Type up agenda for general meetings
- ◇ Record meeting minutes and type minutes up within a couple days and send to VP and Treasurer
- ◇ Maintain a file of all minutes and agenda
- ◇ Attend board meetings and participate in discussions
- ◇ Manage the PTO Bulletin board
- ◇ Put together and distribute staff birthday gift/treat
- ◇ Prepare sign in sheet for general meetings

TYPICAL ANNUAL TASKS

- ◇ Familiarize yourself with Robert's Rules of Order, minutes and agenda

Characteristics

Desire to serve the PTO, the school and students. Understanding and executing the PTO mission and goals to create a welcoming and enriching environment for parents, students and staff.

