

## PTO Board Elections



Elections for the PTO Board will take place during our May meeting. If you would like to be a part of the board please submit a short statement of interest by *Thursday, May 25th, 2023* using the link below:

<https://forms.gle/HnBaFszexybVurzm8>

Please review the job descriptions below.

The **president** (or co-presidents) shall:

- a. Preside at all meetings of the PTO;
- b. Represent, or delegate a representative, the PTO with external organizations and community committees;
- c. Serve as an ex-officio member of all committees except the nominating committee;
- d. Coordinate the work of the officers and committees of the PTO in order that the purposes may be promoted;
- e. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Committee;

The **vice-president** shall:

- a. Act as aide to the president;
- b. Perform the duties of the president in the president's absence or inability to serve;
- c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the Executive Committee.

The **treasurer** shall:

- a. Have custody of all the funds of the PTO;
- b. Maintain a full and accurate account of receipts and expenditures of the PTO;
- c. Make disbursements as authorized by the president or Executive Committee or the PTO in accordance with the budget adopted by the PTO;
- d. Have checks signed by two people: the treasurer and one other director/officer;
- e. Present a financial statement at every meeting of the PTO and at other times when requested by the Executive Committee;
- f. Present an annual treasurer's report to the PTO at the annual meeting;
- g. Have the accounts reviewed, when a person who has signature authority leaves the board. This is to be done by an audit committee selected by the Executive Committee at least two weeks before the meeting at which the officers assume their duties;
- h. Complete a form 990 or 990EZ with a Schedule A.
  - 1. If gross receipts exceed \$25,000 annually, then you must submit the form to the IRS.

2.If gross receipts are under \$25,000, you will now be required to file electronically Form 990-N, also known as the e-Postcard, with the IRS annually.

i.File form PC with the Massachusetts Attorney General's Office, submitting required forms in accordance with the instructions specified on the form.

j.File an annual report to the Massachusetts Secretary of State's Office, if incorporated;

k.Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the Executive Committee.

The **Communications Director** shall:

a.Maintain the website of the PTO;

b.Coordinate the marketing and promotions of all PTO activities;

c.Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or the Executive Committee.

The **Parliamentarian Secretary** shall:

a.Record the minutes of all meetings of the Lilja PTO;

b.Be prepared to read the records of any previous meetings;

c.File and retain all records;

d.Maintain, offer suggestions, and prepare amendments to the By-laws of the PTO;

e.Maintain a membership list, with names and addresses of members;

f.Serve as parliamentarian at all PTO meetings;

g.Perform such duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president or Executive Committee.