(presented from PTSO bylaws)

Section 6. DUTIES: Executive Board

The Executive Board will develop the PTSO's annual budget, establish and oversee teams to conduct the work of the PTSO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures.

President
The President runs the meetings and initiates a vote when needed. The President shall approve the final agenda for the PTSO meetings. The President is the liaison between the PTSO and the Head of School and Administrative staff at the school.

Vice-President
The Vice-President acts in an advisory capacity to the President and, in the absence of the President shall conduct the presidential duties.

Secretary
The Secretary shall work with the president to prepare the agendas for the general and executive meetings. The Secretary shall keep minutes (notes) of all monthly meetings and solicit comments to amend for approval at the following monthly meeting. The Secretary shall maintain files for all minutes, current by-laws, and team organizational information (including the mission statement, goals, initial budget, and identification of team leaders). The Secretary shall maintain the PTSO calendar of events. The Secretary will create event updates at least monthly for school-wide communications. The Secretary performs other clerical duties in support of PTSO as needed.

Treasurer
The Treasurer will keep complete and accurate records of all PTSO financial account(s) and financial activity. The Treasurer will present the financial position to the PTSO at each monthly meeting. The treasurer will manage income, expenses, and reimbursements accordingly. The treasurer will manage all tax documentation and filing.