

PTO Executive Board Roles & Responsibilities

Presidents:

- Serve as the primary contact/spokesperson for the PTO through all communication with school administration, teachers and parents (including management of the PTO mailbox)
- Work with school administration to set a calendar for all PTO Meetings, PTO Exec meetings with Mary & Ken, PTO sponsored events, etc.
- Lead and Facilitate all PTO meetings
- Manage PTO membership - grant families access to database, manage collection/update of teacher/family/student information

Vice Presidents:

- Support Presidents with fulfilling their responsibilities
- Coordinate PTO fundraising efforts (with support from other PTO Officers)
- Purchase/Distribute year-end and holiday gifts for administration and support staff
- Supervise all PTO Committees and provide support as necessary to ensure that chairperson and volunteer roles are filled.
- Recruit and coordinate volunteers as necessary (unless volunteer/signup is managed by Committee Chairperson)

Secretaries:

- Prepare agenda for all PTO meetings (as directed by the Presidents)
- Record minutes of all PTO meetings and distribute/post after each meeting
- Maintain PTO calendar of meetings and events
- Distribute monthly email/newsletter to all families announcing upcoming events, highlighting past event success, etc. in conjunction with the PTO President(s)
- Maintain PTO website and PTO social media presence
- Class Parent Liaison- coordinates volunteers and emails between committees and class heads

Treasurer/Assistant Treasurer:

- Maintain annual budget for all PTO funds
- Work with an accountant to prepare year end documents, tax filing, etc.
- Manage PTO bank account, checks and debit card
- Pay all invoices, deposit all cash/checks, manage Paypal account
- Prepare and present monthly Treasurer report at PTO meeting
- Manage payment request forms from Committees/Vendors- Google Doc Form