

PTO OFFICER POSITIONS:

PRESIDENT:

1. Preside at all the PTO's meetings.
2. Appoint & coordinate all the officers & committees of the PTO for the purpose of promoting the PTO.
3. Oversee & be a member of all committees assigned.
4. Call a meeting of the Executive Committee for the purpose of selecting ad hoc committee chairpersons, if necessary.
5. Maintain communication with the School administration & parents.
6. Co-signature on PTO bank accounts.
7. Submit annual report.

VICE-PRESIDENT:

1. Represent the campus.
2. Preside at meetings if the President is absent; take-over President's duties if the President is no longer able to fulfill them.
3. Perform other duties as assigned by President or Executive Committee.
4. Oversee & be a member of all committees assigned to him/her by the President or Executive Committee.
5. Submit annual report.

SECRETARY:

1. Record the minutes of all PTO meetings, & distribute those minutes to the IT person for the school's website & homeroom parents.
2. Maintain a current copy of the bylaws.
3. Act as custodian of all records & materials of the PTO.
4. Act as advisor on matters of parliamentary procedure when requested.
5. Perform other duties as assigned by the President or the Executive Committee.
6. Submit all records to the succeeding Secretary.
7. Submit annual report.

TREASURER:

1. Have custody of all the funds of the PTO.
2. Be authorized to sign on the PTO's bank accounts.
3. Prepare a budget for the PTO &, subject to prior approval of the Executive Committee, present it for approval at the first regular meeting of its members.
4. Make disbursements prior to expenditure as authorized by the Executive Committee.
5. Make reimbursements for submitted expenses with proper receipt/documentation as authorized by Executive Committee.
6. Maintain permanent books of account & records; i.e. gross income, receipts & disbursements, bank statements, budgets, invoices, canceled checks, etc.; for a period of seven years.
7. Present current financial statements at PTO meetings.
8. Perform other duties as assigned by the President or Executive Committee.
9. Submit all records to the succeeding Treasurer.
10. Submit annual report.