

PTO OFFICER RESOPNSIBILITIES

President

- *Presides at all PTO meetings and establishes all meeting dates for the year*
- *Coordinates the work of the PTO Board*
- *Serves as the contact person for the Principal and keeps Principal updated on PTO activities*
- *Provides agenda at the scheduled meetings*
- *Leads offices and members in goal setting process*
- *Works in establishing the fund raising activities for the each year*
- *Supports offices and committee chairpersons with implementation of all programs*
- *Responsible for knowing PTO meeting schedule and contacting Vice President if unable to attend any scheduled meetings*

Vice President

- *Assists the President in his/her duties*
- *Presides at all meetings in the absence of the President*
- *Performs all duties and responsibilities of the President in his/her absence*
- *Responsible for knowing PTO meeting schedule*

Secretary

- *Keeps minutes of all meetings. Minutes are prepared and put in drop box account for all officers and PTO members to access.*
- *Responsible for knowing PTO meeting schedule*
- *Maintains a notebook describing PTO actions and the activities and projects Under taken during the course of the year. Presents the notebook to the incoming*
- *Secretary when completing his/her term as Secretary.*
- *Helps prepare and distributes PTO Newsletter*
- *Submits draft of PTO Newsletter to President and Principal for final approval*

Treasurer

- *Acts as custodian of all funds raised by the PTO*
- *Maintains accurate accounts of income and expenditures*
- *Writes all checks, pays all bills, and makes any other disbursements approved by the PTO Board*
- *Presents a financial statement to the PTO Board at each meeting*
- *Responsible for knowing PTO meeting schedule*

Communications Leader

- *Responsible for managing Facebook PTO page*
- *Organizes effective communication regarding important events or information to parents through emails, flyers, Facebook*
- *Works with secretary on PTO Newsletter*

Event Coordinator and Social Activities Chair:

- *Keeps track of all upcoming events*
- *Coordinates/Organizes/ manages events*
- *Events include PTO events, school events, community events*
- *Examples- Donuts for Dads, Science Fair, Martin Luther King Parade*
- *Forms committees to help with events and delegate tasks to PTO members to assist in events*

Class Parents:

- *Assist teacher and/or find volunteers to help with class parties, field trips, competitions (Eid celebration, spelling bee, science fair, geography bee, etc.).*
- *Collecting Wish List for items before every PTO meeting and discuss Wish List during meetings. If unable to attend then send Wish List to President.*
- *Serve as communicator between teacher and PTO*
- *Updates PTO regarding important class information during PTO monthly meetings. If unable to attend meeting email PTO president information prior to meeting.*

- *Maintains a list of contact information (email, cell phone) for parents in the class*
- *Help with Teacher Appreciation Week*