

# *Gay Avenue Primary School*

## *PTO Officer Descriptions*

### **President**

The President shall:

1. Preside over all meetings of the PTO, prepare each meeting's agenda.
2. Represent the PTO at all city-wide meetings outside of the organization.
3. Delegate responsibilities to Officers/members when needed; i.e.: committees. Appoint special committees as needed.
4. Liaison between PTO and school Administration and PTO and Teachers. Responsible for keeping PTO Bylaws and Procedures updated as needed.
5. Sign checks, notes, ect. along the Treasurer or appointed officer.
6. Serves as the contact person for and works closely with the school Principal.
7. Work with the Principal in establishing ideas for the fund raising activities for the PTO organization each year.
8. Work with the Principal to set targets for where the money should be spent and present targets with Executive Board.
9. Lead officers and members in a goal setting process. Will be responsible for approving all activities and events regarding the PTO.
10. Maintain a notebook describing his/her actions and the activities and projects undertaken during the course of the year. Present the notebook to the incoming President when completing his/her term as President.

### **Vice President**

The Vice President shall:

1. Preside at all meetings in the absence of the President.
2. Perform the duties of the President in his/her absence, resignation, or inability to serve.
3. Develops and maintain a list of all parents and the areas where they are willing to help.
4. Coordinate Classroom parent sign-ups, assignments, and communicating with them throughout the year on upcoming events and needs.
5. Coordinate committees for major fundraising events (Movie Night and Winter Carnival).
6. Coordinate activities and event committees throughout the term as delegated by the President.
7. Work closely with teachers to assure communication with classroom parents.

8. Manage the Organization calendar and keep track of all events where the Organization may want to be involved or need to be represented, including, but not limited to, registration activities, new parent gatherings, and school functions.
9. Maintain a notebook describing his/her actions and the activities and projects undertaken during the course of the year. Present the notebook to the incoming Vice President when completing his/her term as Vice President.

## **Secretary**

The Secretary shall:

1. Prepare a sign-in sheet for all PTO meetings, collect sheet following the meeting adjournment.
2. Record and transcribe all monthly meeting minutes for review and approval by Officers/Board.
3. Distribute approved meeting minutes to all teachers, and officers.
4. Store meeting agendas, meeting minutes and other relevant materials in the PTO binder in the library or school office.
5. Prepare PTO correspondence as needed (e.g. thank you notes)
6. Prepare PTO flyers along with the Technical Officer as needed for activities, news, and events.
7. Hold a copy of the PTO Bylaws, Procedures, and a current membership list and make each available upon request to any PTO Member at any PTO meeting.
8. Provide a printed copy of the Bylaws to each elected Officer, Principal and Teacher Representative.
9. Attend monthly Officer and PTO meetings.

## **Treasurer**

The Treasurer shall:

1. Act as a custodian of funds and perform all banking activities of the PTO.
2. Maintain up-to-date, accurate financial records of the PTO.
3. Receive all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
4. Perform a complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the PTO's 501(c)3 status, as applicable; and maintain accurate records for such.
5. Keep receipts/records or payments and deposits organized by event.
6. Organize and distribute change boxes as needed for all events needed (e.g. Movie Night, Winter Carnival)
7. Reconcile checkbook monthly.
8. When treasurer changes position, arrange for the new signature card to be completed-meet at bank;
9. Attend monthly Officer and PTO meetings.

## **Technical Officer**

Technical Officer shall:

1. Maintain and update the PTO web site as new information becomes available.
2. Send emails to update volunteers, as needed.
3. Post approved monthly meeting minutes on PTO site.
4. Design PTO logo for shirts, web site and forms as needed.
5. Prepare a list of PTO Officers and members contact info and keep updated throughout term.
6. Keep an updated members list to all Officers, Principal and Teacher Representative.
7. Design items for activities and events as delegated by the President or Vice President.
8. Prepare a PTO Activities and events calendar once approved by the Officer Board. Post the calendar on PTO web site.
9. Attend monthly Officer and PTO meetings.

## **Reporting Officer**

Reporting Officer shall:

1. Post approved monthly meeting minutes on the PTO bulletin board.
2. Post all upcoming event flyers on the PTO bulletin board and/or where decided upon.
3. Responsible for having upcoming events and activities posted in the newspaper for the community.
4. Announce PTO meetings to the school population at least one week in advance of that meeting.
5. Record monthly meetings minutes in absence of the Secretary Officer.
6. Prepare sign-in sheet for PTO meeting and collect sheet following adjournment in the absence of the Secretary Officer.
7. Attend monthly Officer and PTO meetings.