

**The President:** shall preside over all meetings of the organization. The president shall oversee all events and fund raisers by monitoring progress of chair or committee heads. President must meet with the Principal on a regular basis. The President will be part of the School Board. President must have served as a PTO officer for a period of at least one year.

**The Vice-President** shall preside at meetings in the absence of the President. The Vice-President shall be a Program Chairperson and shall perform all other duties requested by the President.

**The Secretary** shall keep an accurate and complete record of all meetings of the organization. The Secretary shall attend to all correspondence. The secretary shall book PTO meetings for the school body (5 meetings a year). The secretary shall write or revise job descriptions listed in the bylaws, policy book and listed on the school's web page. The Secretary must turn in a copy of the minutes from every PTO meeting to the school for their records.

**The Treasurer** shall deposit all cash received from committee Chairpersons weekly and disburse same as directed by the organization. Submits balance sheet to PTO board monthly and submit balance sheet and all backup to school bookkeeper to verify against bank statement. The Treasurer shall keep an Account of all receipts and disbursements and report orally at all open meetings. A copy of the monthly treasurer's report will be turned over to the Business Manager prior to the end of the month. All checks must be signed by the Principal.

**The Historian** shall keep a scrapbook documenting PTO/school special events and activities. The Historian will post photos of events and school functions on the web page. Photos on the web page of the children must have consent from the family. The Historian will check for consent before posting pictures. The historian shall assist the other board members in any way needed. The Historian shall keep a scrapbook documenting PTO/school special events and activities both physically (to be kept at the school) and digitally on line.

**The Special Events Coordinator** shall coordinate all special events and arrange dates to be held on school and church property. The coordinator shall appoint any chairpersons deemed necessary. The Special Events Coordinator shall arrange for events to be listed on the school's web page. The Special Event Coordinator shall

work with the Volunteer Coordinator to ensure a chair person or committee head for each event.

**The Volunteer Coordinator** Volunteer Coordinator is responsible for soliciting volunteers for all PTO sponsored events; responsible for screening volunteers for events that require interaction with students; responsible for creating contacts list of volunteers; identifies volunteer needs for each event and/or committee; submits volunteer hours tracking sheet for certain events to school secretary; communicates with volunteers on a regular basis providing detailed information on volunteer opportunities. This includes phone calls, emails and meetings.

There shall be a minimum of five (5) meetings a year. These are PTO meeting with the school body. The PTO meets about once a month. Most of our contact is through emails and phone calls to each other or to committee chair persons'. The PTO organizes fund raisers, special events and activities for the school. We work with the needs of the school, the teachers and the students.