

## Officer Duties:

### The President shall:

1. Preside at meetings of the organization and of the Executive Board;
2. Serve as a member of the Executive Board;
3. Appoint an auditor and a parliamentarian in a timely manner;
4. Coordinate and supervise the work of the officers and committees of the organization;
5. Serve as an authorized signatory of all PTO accounts;
6. Perform such other duties as assigned by the organization.

### The 1st Vice President shall:

1. Attend PTO meetings;
2. Serve as a member of the Executive Board;
3. Preside over PTO meetings in the event that the President is unable to attend;
4. Assume the office of the President, should the President be unable to complete his/her term;
5. Serve as an authorized signatory of all PTO accounts;
6. Work with the fundraising Chair, President, and Principal (or delegate) to create a PTO event calendar;
7. Maintain the PTO bulletin board or delegate a member to do so;
8. Submit PTO news to the monthly newsletter or PTO newsletter or delegate a member to do so;
9. Perform such other duties as assigned by the organization.

### The 2nd Vice President shall:

1. Attend PTO meetings;
2. Serve as a member of the Executive Board;
3. Preside over PTO meetings in the event that the President and the 1st Vice President are unable to attend;
4. Serve as an authorized signatory of all PTO accounts;
5. Maintain an up-to-date membership list, including members' email addresses if available, and provide the Publicity Chair with this list;
6. Serve as the PTO Liaison coordinator;
7. Update and distribute the yearly PTO Information Packet after it has been proofread by the President and the principal;
8. Notify officers of their election and chairpersons of their appointments;
9. Perform such other duties as assigned by the organization.

### The Secretary shall:

1. Attend PTO meetings and record the official minutes;
2. Distribute a summary of the minutes;
3. Place copies of the minutes of the General Membership Meetings in the school office and/or display them on the PTO bulletin board;

4. Serve as a member of the Executive Board;
5. Preside over PTO meetings in the event that the President and the 1st Vice President, and 2nd Vice President are unable to attend;
6. Serve as an authorized signatory of all PTO accounts;
7. Conduct the necessary correspondence of the organization upon authorization of the President, the Executive Board, or organization.
8. Perform such other duties as assigned by the organization.

The Treasurer shall:

1. Attend PTO meetings;
2. Serve as a member of the Executive Board;
3. Serve as an authorized signatory of all PTO accounts;
4. Prepare an annual budget;
5. Pay out funds in accordance with the approval of the Executive Board or membership or in accordance with the budget adopted by the membership;
6. Maintain accounts, keeping an accurate record of receipts and expenditures;
7. Present a financial statement at each PTO meeting;
8. Keep the membership informed of expenditures as they relate to the budget adopted by the organization;
9. Secure two signatures on all checks. Any of the following are authorized to sign: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer;
10. Assure that all tax paperwork has been submitted to the Internal Revenue Service;
11. At the end of the current school year, prepare and present an approved written annual financial report to the incoming board;
12. Perform such other duties as assigned by the organization.

The Financial Secretary shall:

1. Attend PTO meetings;
2. Serve as a member of the Executive Board;
3. Receive all monies of the organization and deposit such funds immediately in the name of the organization in a bank or other financial institution approved by the Executive Board;
4. Receive and retain a copy of the deposit slip for any deposit made and maintain detailed record of deposits;
5. Give copies of deposit slips to the Treasurer;
6. Work closely with the chairpersons of all fundraising committees to ensure accurate counting of funds received and to ensure deposit of such funds in a timely manner;
7. Attend PTO meetings;
8. Perform such other duties as assigned by the organization.

The Fundraising Chairperson shall:

1. Attend PTO meetings;
2. Serve as a member of the Executive Board;

3. Serve as an authorized signatory of all PTO accounts;
4. Present plans of work to the Executive Board for approval. No work shall be undertaken without the consent of the executive board. Plan of work will include the following;
  - a. Create a prospective fundraising calendar. The executive board shall vote on the fundraising calendar annually.
  - b. Evaluate fundraising events (new and established).
  - c. Determine revenue projections for budget purposes.
5. Serve as point person for all fundraising proposals. The executive board shall vote to initiate new fundraising events.
6. Provide prospective event coordinators with event proposal format.
7. Evaluate fundraising proposals for presentation to the board.
8. Maintain an organized binder or digital record of notes and information relevant to the position, including an annual report to be passed on to the successor at the close of service.
9. Oversee all fundraising events.
10. Perform such other duties as assigned by the organization