



President

- Preside and lead all Executive and General PTO meetings
- Serve as a member on all committees
- Appoint committee chairs
- Serve on Superintendent Advisory Council
- Served as Vice President at least one year
- Maintains social media outlets
- Assists Treasurer with deposits

Vice President

- May have up to 2
- Preside in the absence of President
- Coordinate volunteers for all events
- Commit to assume the duty of President at the end of their term
- Assists in maintaining social media outlets

Secretary

- Keeps and maintains minutes of all PTO meetings
- Distributes meeting minutes to all members for approval
- Organizes and submits newsletter information to front office staff each week

Treasurer

- Keeps accurate records of all PTO transactions
- Position will commit to a 2 year term
- Present updated budget at each Executive Board meeting
- Have books ready for review by an appointed accountant
- Submit and maintain W9 and sales tax exempt status

Members at Large

- May have up to 3
- Act as host at all PTO meetings
- Secure childcare for all General Meetings
- Chair Back to School Supply and Spirit Wear committee
- Oversee Staff Appreciation