PTO Executive Board Roles and Responsibilities

**President**

Serve as a leader and key contact for the PTO; preside at all general and executive meetings; act as liaison with the principal ex-officio (chair) of most committees; act as approver for info submitted to website by chairs, board members, and Webmaster; coordinate the work of the officers and committees so that the PTO’s objectives can be met; put agenda together prior to monthly meeting. Essential qualities are the ability to inspire others, a broad vision, and open-minded. Listen and welcome all suggestions. The president needs to mediate and solve problems. The president should be visible, well organized, and able to delegate and improvise. Expected to serve on at least one committee.

**Vice Presidents-2**

Both Vice Presidents act as aides to the President; perform duties of the President in the absence or inability of that officer to serve; ideally, willing to serve as President in the future

**Vice President to staff and community** - maintain close contact with Shoemaker staff for all PTO events and involvement; in the Spring, survey staff needs/concerns for the following year and supply a report of results to the PTO as well as to the staff; distribute to the Staff (through the Principal) a report of the PTO response to the staff survey; responsible for PR of school/PTO for new incoming families and to community (newspaper, etc.); maintain a running list of contact info and donations made by individuals/companies for all PTO activities; make sure thank you notes have been sent to any contributors, expected to serve on at least one committee.
**Vice President to parents and volunteers** - act as WEBMASTER for the PTO website (see below); makes sure all events and fundraisers are well publicized by supplying any additional communications (above and beyond what the chairs of those activities are responsible for) they deem necessary. This may be in the form of website, announcements to the guidance counselor for morning announcements, etc.; act as liaison between committee chairs and principal for flyer approval (this acts both as a check to ensure that chairs are getting flyers ready in a timely manner as well as to get the information for the website); conduct a website training meeting for chairpersons, so that they will be able to post articles for their committees to submit for approval by Webmaster or President. Expected to serve on at least one committee.

**Webmaster**

Maintaining website; creating and maintaining master email list of PTO contacts; responsible for outgoing email blasts; act as approver for info submitted to website by chairs, board members, and President.

**Secretary**

Compose minutes of all general meetings to be posted on website; maintain minutes from all meetings of the Executive Board; keep the calendar of events for the PTO; expected to serve on at least one committee.
Volunteer Coordinator

Maintain the volunteer list; insure each committee chair has the necessary volunteers to execute their event; create website volunteer sign-up section to be approved by Webmaster or President for necessary events; contact chairs at least a month or two before their event to give general information necessary for all chairs to know (flyer approval, printing policies and procedures, “final report” form, etc—all found on website); gather and maintain final report “overview” forms from chairs after their event is over; give copies of final report forms to President; gather and maintain copies of all flyers or other templates used for an event; expected to serve on at least one committee.

Treasurers-2

For the sake of protection to the treasurer and to the PTO as well as to ease the responsibility of one person needing to be at every event where money is collected, there shall be 2 treasurers. The treasurers can decide the easiest way to split the responsibilities. The treasurers will be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit; maintain current insurance needs for programs on a yearly basis; file appropriate returns necessary for this 501(c)(3) organization with IRS by the November 1 that follows their year in office.

ONE OR MORE PTO MEMBERS SHOULD BE PRESENT AT EACH PTO SPONSORED EVENT