

# **CHRIST CHURCH SCHOOL**

## **PARENT TEACHER ORGANIZATION (PTO) BOARD JOB DESCRIPTIONS**

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### **The President shall:**

- Preside at all meetings of the organization and the Executive Committee
- Perform such duties as prescribed in these by-laws or by the Executive Committee
- Turn over all records and reports of the Executive Committee to the incoming President
- Serve as ex officio member of all committees except the nominating committee
- Appoint chairmen of all committees, subject to the approval of the Executive Committee
- Serve as liaison to the School Board and attend monthly meetings
- Serve as a member of the Development Council and attend monthly meetings
- Be responsible for planning speakers or programs for meetings, confirming appearance of and introducing guest speakers
- Shall along with the Principal approve the content of each PTO notice or other information prior to being sent out

### **The President Elect shall:**

- Assist the President, preside in the President's absence or inability of that officer to serve
- Shall be President for the next year after the term as President Elect
- Update handbook for new board members as well as event chairs
- Attend monthly PTO meetings

### **The Vice President shall:**

- Preside in the absence of the President and the President Elect
- Shall coordinate and oversee all room parent activities
- Responsible for updating the Room Parent Guide
- Attend monthly PTO meetings

### **The Secretary shall:**

- Record and distribute the minutes of all meetings of the organization and of the Executive Committee, and perform such other duties as may be delegated
- Read the minutes of any previous meeting when called upon to do so
- Have on hand for reference at each meeting of the Executive Committee a copy of the by-laws and a roster of all members of each standing committee and any other special committees which may have been appointed
- Notify officers, committee members and delegates of their election
- Notify members of the Executive Committee of regular or special meetings

- Send the School Board a list of the newly elected officers and members of standing committees (list will contain the names, addresses, telephone numbers and office held)
- Conduct the correspondence of the organization and the Executive Committee

### **The Treasurer shall:**

- Receive all money of the organization and deliver to the Operations Manager of the school for deposit
- Keep an accurate record of all receipts and disbursements
- Request disbursement from organization funds with the approval of the Executive Committee and submit to the Operations Manager for payment
- Prepare a report in writing for each Executive Committee meeting and each general meeting of the organization for distribution to the PTO Board
- Submit a full written financial report at the June Executive Committee meeting, and close out the books no later than June 15. Records shall be submitted for review no later than June 30 and approved by the School Board
- All check requests received by the Treasurer shall be reviewed and approved by the President and then submitted to the Operations Manager for payment and disbursement
- Attend monthly PTO meetings

### **The Historian shall:**

- Keep a record of yearly events which are germane to this organization by way of a written narrative and pictures
- Attend monthly PTO meetings