

Executive Board Roles

President: 1. Be the Chief Executive Officer of the PTO. 2. Attend all general meetings of the PTO and Executive Board. 3. Oversee appointment of all committee chairpersons. 4. Co-Sign bank signature card and perform the duties of the Treasurer in his/her absence. 5. Represent the PTO at all designated meetings and functions. 6. Perform all duties consequent of his/her office. 7. Prepare an agenda for each monthly meeting.

Vice President: 1. Perform the duties of the President in his/her absence, at the President's request, or in the event he/she resigns. 2. By virtue of office is a consultant to all committee chairpersons. 3. Assist the President in representing the PTO at all designated meetings and functions.

Secretary: 1. Supply the President with information for preparing the agenda for each monthly meeting. 2. Take attendance and keep minutes at each monthly meeting. 3. Conduct the correspondence of the PTO and hold the stamps (will start with 200 stamps.) 4. Be responsible with insertions for the weekly newsletters if one is published. 5. Keep all records for committees.

Treasurer: 1. Be given all monies from committees following events and fundraisers. 2. Be a co-signer on the checking account. 3. Deposit all funds to the bank in a timely manner. 4. Present a Treasurer's Report at each monthly meeting to all members. 5. File the State Tax Reports and yearly renewals. (Insurance-every year & gaming-every 2 years) 6. Arrange for auditing of the books by a qualified person each year. 7. Keep all financial records of committee reports and emergency funds. 8. Control and provide the members with petty cash on request. 9. Keep copies of all committee and member's receipts.

Sergeant-at-Arms 1. Maintain workable knowledge of Bylaws. 2. Update Bylaws as needed.