

President

The role of President is pretty easily defined – they oversee it all. The President should not only be comfortable with creating the agenda for regularly scheduled meetings, but also running the meets, soliciting volunteers for various committees, and spearheading all fundraising with gusto. Ideally, the President will have served in at least one other capacity during their time with the organization so that they have the experience to fill in any other role, if needed.

Vice President

The VP is essentially the President's right-hand man or woman, and should have a good working relationship with the President. The VP is typically responsible for fulfilling the duties of the President should they be unable (ie: running the meeting if the President is not present), as well as assisting with other duties that contribute to everything running smoothly, such as setting up for the meeting and heading up various committees. Ideally, the Vice President is someone that aspires to hold the position of President in the future, and should be looking at their time as VP as a training ground for future greatness. Like the President, a good VP will have held other roles within the organization, so they are able to fill in at a moment's notice.

Treasurer

Someone has got to be responsible for collecting dues and payments and that person is the treasurer. In addition to being trustworthy and reliable, the Treasurer should also be someone who is interested in taking on various leadership responsibilities when called upon such as coordinating volunteers, stepping in for the Secretary or Vice President when needed.

Secretary (Recording and Corresponding) – can split duties accordingly

Recording – mainly in charge of taking meeting notes and distributing

Corresponding – mainly in charge of newsletter, thank you's

A great Secretary should be looked upon as the organization's eyes and ears. They'll be responsible for taking notes during meetings and sending them out to the entire membership afterward, coordinating and creating regularly scheduled newsletters, and maintaining any and all files and forms for the group. All communication from the organization to the greater parent/community population should come from the Secretary, so that all messaging is cohesive and there is no overlap in communication. In charge of writing thank you notes, etc.

Membership

Membership shall be responsible for securing members (both new and previous members). Membership shall proactively seek membership through various medias (newsletter, Web site, etc) as well as at PTO functions. Membership is responsible for the primary membership drive at Back-to-school day. Membership shall coordinate with other committees on resources (publicity, thanks, etc) to ensure all members are kept well informed and given acknowledgement when due.

Volunteer Coordinator

Volunteer Coordinator shall be responsible for soliciting and securing volunteers from the membership for PTO of school needs. Volunteer Coordinator shall keep an organized database that is accessible to other committees and ensure that all members that have volunteered are given the opportunity to help. Volunteer Coordinator shall coordinate with other committees on an ongoing basis to ensure that the appropriate volunteers are present when needed. Volunteer Coordinator reports to the board on needs and progress.

Spirit Wear Coordinator

Supervises the purchase and sale of school logo gear (car magnets, pencils, shirts, etc). Spirit Wear organizes sales at major school events and via order forms. Spirit Wear will be in charge of fulfilling orders that may come in from parents during school time. Will be in charge of stopping into the school office to see if any orders need to be fulfilled and delivered to classrooms.

Business Liaison

Act as a liaison between local businesses, school, and the PTO, procuring donations and corresponding with business partners. Will share example if interested.

Events Coordinator

As events are decided by the board, responsible for overseeing committees to make sure events are covered from beginning to end. To include.....coordinating all aspects of the event from set up through break down including logistics, volunteers, concessions, music/media, decorations,

etc. If an event does not have a committee chair, the responsibility will fall on events coordinator.