

PTO Positions / Roles

President

1. Preside at meetings
2. Call meetings to order
3. Conduct the meetings justly and impartially
4. Ensure that all the committees are running smoothly and the heads of the committees are performing their assigned duties. This entails continual contact with the committee heads
5. Facilitate Board and General meeting times and places.
6. Be a strong leader and a voice for our school / parish
7. You as president may not make motions, amendments, or vote unless the board is at an equal split decision. Then the presidents vote will be the final decision
8. Liaison between the principal and the pastor
9. Establish PTO goals in conjunction with the school goals for the upcoming year in addition to the long range goals of the school
10. Coordinate PTO calendar of events for the year
11. Submit information for the VOV -PTO corner in a timely manner (before noon on Wednesdays to the main office) Notices for the church bulletin need to be submitted to the Parish office Monday 9a preceding its Sunday publication
12. Host the welcome back reception for the teachers
13. Seek and receive nominations for board positions for the following year
14. Work with principal, teachers and students, Buildings and Grounds Liaison, Technology Liaison to identify technological, physical, and educational tools needed

A prioritized list of items shall be present at the September meeting to inform the general membership what they will be working towards with their fund raising. At the winter and board and general meeting a dollar amount will be provided.

Vice President

1. Preside at the meetings should the president be unable to attend
2. Conduct the meetings justly and impartially
3. Assist the Co-Presidents
4. This is a 2 year commitment
 - a. The first year as vice president
 - b. Second year as co-president
5. Read reports in the absence of the officers
6. Ensure that all the committee chair positions are filled for the following year
7. Coordinate the "Calling all Volunteers" effort in the spring
8. Coordinate Christmas gifts
9. Chair the last Board and General meetings of the school year
10. Host the thank you and welcome to all outgoing and incoming Committee Chairs and Officers

Corresponding Secretary

1. Responsible for all communications
2. Read or make available all communications at the regular meetings
3. Gather Calling All Volunteer sheets from school or PTO president in May and type in excel file over the summer. Organize the tabs for each committee head.
Distribute these files to the committee heads in early August
4. Send welcome notes to all the new families and invite them to the General PTO meetings
5. Send request for Board or General meeting agenda items to ALL committees 2 weeks prior and report these findings to the President
6. Send invitations to teachers to attend General PTO meetings 2 weeks prior.
7. Send thank you notes to all the outgoing families of the school (8th grade graduation) and invite them to continue to support the parish and school
8. Responsible for correspondence pertinent to the people and events of the school
9. Coordinate volunteers for Catholic School's Week teachers luncheon.

Recording Secretary

1. Record the minutes of the meetings and record the proceedings
2. Keep a fair and impartial record of all proceedings
3. Type up aforementioned meeting minutes and distribute to Co-Presidents and Principal in a timely manner
4. Send the draft and final minutes and approved treasurers report of each meeting to web site administrator to post on web site within 7 days of the meeting.
5. Read the previous month's meeting minutes at the beginning of monthly meetings

Treasurer

1. This is a 2 year commitment
2. Collect and record all revenues and expenses for the PTO timely and accurately
3. Verify that requests for reimbursements are documented, accurate, and within the approved budget
4. Write and sign checks for reimbursement
5. Make bank deposits as necessary
6. Maintain timely and accurate financial records at all times
7. Reconcile bank statements in a timely manner and report oddities or problems
8. Accurately record ALL expenses and revenue
9. Financial report must be submitted monthly and presented at all meetings. Large items must have an explanation
10. Present a 3 year financial summary history and comparison annually. Include actual results in comparison to budget results
11. Prepare the next year's budget in conjunction with the Board for approval by members at the first General meeting
12. Assist the auditors at least once a year
13. Prepare other financial reports as requested
14. Ensure proper controls are in place for the funds
15. Accounting or bookkeeping experience is required

Auditors

1. There are 3 auditor positions
2. Audit the books when designates by the Co-Presidents
3. Assist the treasurer
4. Conduct an audit of the PTO funds twice a year. Report findings to the Board
5. Coordinate the PTO membership drive at the start of school
6. Handle split the pot and the attendance prizes at each General meeting.
7. Track attendance at each meeting by recording the number of attendance tickets given out. Give the number to the Recording Secretary for the minutes.
8. Handle registration at the PTO meeting
9. Tally the votes for the PTO elections held at the May meeting