

Roundtown PTO Executive Board Committee Responsibilities and Expectations Guidelines

I: President

1. The president is responsible for presiding at all PTO Executive Board Committee meetings and PTO general meetings.
2. The president will perform duties as may be prescribed by the bylaws or assigned to him/her by the PTO.
3. The president will coordinate the work of the officers in the Executive Board Committee.
4. The president will be added to the bank account with full access to the accounts payable and receivable. The president will have a checkbook available to him/her to be able to assist the Treasurer.

II: 1st Vice President

1. The 1st VP will act as an aid to the president and perform the duties of the president in the absence or inability of that officer to act.
2. The 1st VP will organize and coordinate the Homeroom Parents for each classroom.
3. The 1st VP will coordinate the committee chairs and correspond with them as a liaison between the committee and the Executive Board Committee.
4. The 1st VP will perform any duties as may prescribed by the bylaws or assigned to him/her by the PTO.
5. The 1st VP will maintain and correspond with the 1st VP email address.
6. The 1st VP will schedule all assemblies including Fall Festival and the Spring Program. These are to be planned one year in advance.

III: 2nd Vice President

1. The 2nd VP will act as an aid to the president and perform the duties of the president in the absence or inability of the president and 1st VP.
2. The 2nd VP will organize and coordinate the PTO Membership.
3. The 2nd VP will organize and coordinate the Bridgework Volunteers.
4. The 2nd VP will perform any duties as may prescribed by the bylaws or assigned to him/her by the PTO.

IV: Treasurer

1. The treasurer will have custody of all the funds of the PTO and will keep accurate and up to date accounts of receipts and expenditures using the Quicken Software Program, in accordance with the current budget adopted by the PTO Executive Board.
2. The treasurer will make disbursements as authorized by the president, executive board committee.
3. The treasurer will update the budget immediately after every withdrawal or deposit.
4. The treasurer will present an up to date financial statement upon request.
5. The treasurer will make a full up to date report at every PTO meeting. In the event of absence an updated budget must be provided 24 hours prior to the meeting.
6. The treasurer will be responsible for the maintenance of books of accounts and records.
7. The treasurer will turn over all account information to the PTO Executive Board to be examined.
8. The treasurer will have the taxes completed and submitted by Sept 15th.

V: Assistant Treasurer

1. The assistant treasurer will act as an aid to the treasurer.
2. The assistant treasurer will be responsible for all deposits and their correct documentation in spreadsheet form. To be done in a timely manner.
3. The assistant treasurer will organize and coordinate the Scholarship Committee.
4. The assistant treasurer will maintain open lines of communication with all committee chairs regarding correct documentation and funds.

VI: Secretary

1. The secretary will record the minutes at all general PTO meetings and will send them to the Principal for him/her to post on the website.
2. The secretary will record the minutes at all Executive Board meetings

- and will post them on google docs for the review of the Executive Board.
2. The secretary will be responsible for sending out the flier for the Fall Festival.

VII: Assistant Secretary

1. The assistant secretary will act as an aid to the secretary and will perform his/her duties in the absence or inability of the secretary.
2. The assistant secretary will organize and coordinate the Sunshine Committee and will act as a liaison between the Assistant Principal and the Executive Board. This will be done with the utmost discretion.

VIII: All Board Members

1. All board members will respond to any emails, voicemails and texts within 12 hours.
2. All board members will give 1 week notice when out of town.
3. All board members will provide any paperwork upon request.
4. All board members will make every attempt to attend any PTO Executive Board meetings and PTO general meetings.
5. All board members will provide all contact information at the first Executive Board meeting. This will include an email address associated with Google Docs.