**Executive Board Role**

* The Executive Board shall consist of the officers of the PTO and the school Principal.
* The Executive Board shall constitute the governing body of the PTO and shall conduct business on behalf of the group between regularly scheduled General Membership Meeting.
* The Executive Board shall approve plans of work for all Standing Committees.
* Each year the Executive Board will prepare a budget and submit it for approval at the September General Membership Meetings, copies of the proposed budget shall be distributed to the general membership prior to the September meeting.

**President**

* Shall preside at all meetings of the PTO
* Shall be an ex-officio member of all committees, except the Nominating COmmittee
* Shall perform all other duties usually pertaining to the office
* WIll be an authorized signatory for all accounts of the Organization
* Will call for a financial audit at the end of each year
* Delegate the duties of any position that remains vacant
* Be authorized to appoint any special committee necessary to conduct the work required for the annual report
* Serve as liaison to Principal

**1st Vice President**

* Will aid the President and perform the duties of the President in the President’s absence
* Will recruit and communicate with the school parents
* Oversee and serve as a resource for specific committees

**2nd Vice President**

* SHall perform the duties of the Secretary in the Secretary’s absence
* WIll help organize fundraiser committees
* Serve as a liaison to the Webster Groves School District Board and Webster Groves School District Foundation

**Secretary**

* Shall keep record of all meetings of the Executive BOard and General Membership
* THe minutes shall be distributed to the Principal and to the Executive Board within two weeks
* Will aid the President in preparing the agenda for all meetings, make copies of the minutes of prior meeting available to members
* Submit approved minutes for posting on the Hudson Elementary website
* WIll maintain a current copy of the by-laws as well as records of all meetings, and a list of all committees and their members.

**Treasurer**

* SHall receive and be the custodian for all monies of the group
* Shall keep accurate record of receipts and expenditures in a manner to the determined by the Executive Board
* Shall present a statement of account at each General Membership Meeting
* Shall make a full financial report to the Executive Board at the first meeting following the end of the fiscal year