

PTO VACANCIES 2020/21

The PTO is looking to fill Executive and Non-executive Committee roles to complete our team for the 2020-2021 school year. As is the nature of the Expat Community we have a changing population, with families moving, having served for 2 years on the PTO Exec committee, kids graduating etc.

This has opened up a great opportunity to get more involved in our school, meet and work with a diverse group of people and have fun!

PTO EXECUTIVE COMMITTEE ROLES

Vice President - Internal Affairs

The VP Internal acts as the liaison between the PTO Executive Committee and each PTO Event/Activity coordinator to ensure the events/activities are well supported. The VP Internal manages all stock and supplies for the PTO.

In addition, the VP Internal works closely with the President to ensure the smooth running of the PTO.

As part of the PTO Executive Committee, the VP Internal also attends Executive Meetings and the PTO General Meetings to report on their function.

This is the perfect role to be involved in every aspect of the day to day running of the PTO.

Committee Secretary

The Secretary attends and takes the minutes at all of the PTO executive and monthly meetings and arranges for the posting of the approved PTO General Minutes to the PTO pages of the AAS Website and distribution of approved Executive and Election Committee Minutes.

The Secretary maintains the PTO's electronic files (currently PTO Team Drives) to include, Bylaws, PTO How to Guides and up-to-date lists and duties of PTO Officers and Event Coordinators on PTO pages of AAS website and PTO Noticeboard.

The Secretary supports the PTO President with ad hoc administrative duties and also helps to monitor and reply to PTO email account and prepare documentation for all PTO related meetings.

For further information or to apply for any position please contact our PTO President, Kristina Tadic at pto@aas.ru