DUTIES and RESPONSIBILITIES of the PRESIDENT

GENERAL DUTIES

- Oversee local PTO organizations and work with the Board of Directors on all PTO business
- Work closely with the school principal and assistant principal for the common good of the school
- Prepare the Ison Springs PTO calendar by the first general meeting of the year. Join all committees except the Nominating Committee.
- Ensure names and other required information of newly elected officers are sent to the State PTO office
- Attend and preside over monthly PTO Board of Directors meetings and General Membership meetings
- Attend PTO programs, activities, and events as often as possible

ESTIMATED TIME COMMITMENT
One-year commitment; maximum two consecutive years
Approximately 12 hours per month

DUTIES and RESPONSIBILITIES of the VICE PRESIDENT

PROGRAMS
Works with the Executive Committee to determine PTO-sponsored programs

OTHER DUTIES

- Assist the President as needed, and perform as President in the absence or inability of that officer to serve
- Attend monthly PTO Board of Directors meetings and General Membership meetings
- Attend PTO programs, activities, and events as often as possible

ESTIMATED TIME COMMITMENT
One-year commitment; maximum two consecutive years
Approximately 12 hours per month

DUTIES and RESPONSIBILITIES of the TREASURER

GENERAL DUTIES

- Issue checks, make deposits, reconcile checkbook to monthly bank statement & file bank statement
- Prepare financial statements and present PTO's financial position at the Board of Directors and General Membership meetings
- Prepare government and other legal filings including, but not limited to Federal Tax returns, Charitable Solicitations Reports, liability insurance, form 1099-MISC filings, etc.
- Initiate mid-year and year-end audit checklist
- Maintain all financial records according to the record retention policy.

OTHER DUTIES

- Attend PTO Council meeting when the President can't
- Attend monthly PTO Board of Directors meetings and General Membership meetings
- Attend PTO programs, activities, and events as often as possible

ESTIMATED TIME COMMITMENT
One-year commitment; maximum two consecutive years
Approximately 16 hours per month

DUTIES and RESPONSIBILITIES of the SECRETARY

GENERAL DUTIES

- Record, distribute, and file minutes of Board of Directors and General Membership meetings
- File attendance lists, meeting agendas, and other required records
- Receive and file written correspondence to the PTO and report such correspondence at general meetings
- Obtain all PTO voicemail and e-mail messages, and relay such messages to appropriate Board members or committee chairpersons
- Post minutes from the General Meeting on the website
- Update the calendar on the website with new events

OTHER DUTIES

- Post A-Board signs at appropriate school locations (entrances/exits/drop off points) to give notice of PTO General membership meetings
- Attend monthly PTO Board of Directors meetings and General Membership meetings
- Attend PTO programs, activities, and events as often as possible

ESTIMATED TIME COMMITMENT
One-year commitment; maximum two consecutive years
Approximately 10 hours per month

DUTIES and RESPONSIBILITIES of ROOM PARENT COORDINATOR/VOLUNTEER COORDINATOR Board Position

GENERAL DUTIES

- Find and recruit volunteers for PTO program, activity, or event chair positions
- Provide the Event Chairperson with a list of volunteers for upcoming events.
- Coordinate with various chairpersons and assist with recruiting volunteers as needed
- Find and recruit volunteers to assist with school events, e.g. Vision and Hearing Screening, Picture Day, & Field Day, etc., as requested
- Communicate all PTA events and information to Room Coordinators & emails from the website as needed.

OTHER DUTIES

- Attend monthly PTO Board of Directors meetings and General Membership meetings
- Attend PTO programs, activities, and events as often as possible

ESTIMATED TIME COMMITMENT

One-year commitment; maximum two consecutive years
Approximately 12 hours per month