

school and students while keeping communication open with parents and teachers on upcoming events and PTSO related news.

Roles and responsibilities of each position include but are not limited to:

### **Executive Board members**

- **President\***- Prepares for and presides over all meetings, as well as coordinates the work of the officers and committees. Designated signor of the general account pertaining to funds and bylaws of the PTSO. Maintains communication with parents and staff via email, flyers, social media, other forms of communication as needed to share news on upcoming events and important reminders. Keeps open communication with administration and provides a draft of any and all flyers or written communication for admin approval prior to distributing.
- **Vice President\***- Acts as an aide to the president and performs the duties of the president in the absence of that officer. Maintains an accurate role of the general PTSO populations and contact information of board members. Monitors and updates the PTSO social media page(s) and creates a monthly newsletter containing PTSO events and important information. Acts as liaison officer between any parent groups and facility (homeroom parents), serves as a chair for any volunteer committees, and designated signor of the general account pertaining to funds and bylaws of the PTSO.
- **Treasurer\***- Keeps an accurate record of all receipts and expenses. Provides a treasurer report with copies of any and all reports and current balances at each board meeting. Signs checks with approval of president. Is a designated signor of the general account pertaining to funds.
- **Fundraising Chair**- Oversees all existing and upcoming fundraising events pertaining to an annual fundraiser not in conjunction with a spring event.
- **Secretary**- Keeps an accurate record of all official meetings. Presents the minutes of previous meetings at each meeting, share the minutes of each meeting with board members via email or on the board page within a week of previous meeting. Have notes available in the event a parent, teacher, or staff would like a copy with the President and administrations consent.
- **Parliamentarian**- Serves as an expert in parliamentary procedures, which is the body of rules and ethics used to govern the meetings and events of PTSO. Must be fluent in PTSO bylaws.

\*President, Vice President, and Treasurer must be filled by volunteers who have served at least one previous full term on the Executive or General Board prior to nomination.

### **Committees and Coordinators**

- **Teacher Liaisons (2)**- attends meetings and serves as the communication link between the PTSO and staff. Held by current teachers. Selected amongst teacher volunteers.
- **Volunteer Coordinator**- Recruits, organizes, and manages volunteers for all activities as needed by the board. Tracks the hours of parent volunteers and helps to find volunteer opportunities when asked.