

Jonesburg PTO Officer Job Descriptions

President

- a. preside at all meetings
- b. present any new business
- c. be the official spokesperson for the organization
- d. have an agenda at each meeting
- e. recruit committee chairpersons
- f. create and publish the annual PTO calendar with the assistance of the recording secretary

Vice-President

- a. attend all meetings
- b. aid the president
- c. perform the duties of the president in the event of that officer's absence
- d. collect funds requests throughout the month and present them at monthly meetings
- e. chair fundraising committee

Recording Secretary

- a. attend all meetings
- b. record meeting minutes for general membership and executive board meetings
- c. post general membership meeting minutes on the PTO bulletin board
- d. distribute meeting minutes to all teachers, and the Exec. board
- e. prepare sign-in sheet for all PTO meetings, and collect sheet following meeting adjournment
- f. create and publish the annual PTO calendar with the assistance of the president
- g. collection, distribution and response to mail in PTO mail box

Corresponding Secretary

- a. attend all meetings
- b. write the PTO News for the school's weekly newsletter
- c. promote PTO events through monthly newsletters
- d. prepare newspaper articles and photographs for the Montgomery Standard on a bi-monthly basis
- e. maintain the PTO email (jonesburgpto@hotmail.com)

Treasurer

- a. attend all meetings
- b. prepare monthly budget report
- c. receive all monies of the PTO
- d. keep an accurate record of receipts and expenditures
- e. disburse funds only as authorized by the PTO board
- f. chair budget committee

Teacher Representative

- a. attend all meetings
- b. serve as a liaison between teachers and staff and the PTO executive committee

Carnival Committee Chairs

- a. chair carnival committee
- b. serve on executive committee
- c. manage and coordinate carnival and carnival volunteers