



Hauser PTO Executive Board Position Descriptions

PRESIDENT

Time Commitment: 2-3 hrs/Week

- Busiest time at the beginning of the year and during big events/fundraisers (Food Drive, Teacher Appreciation, Graduation) guiding chairs as needed with assistance from Second VP and Third VP.

Job Description:

- Preside at General Membership and Executive Board meetings
- Serve as the primary contact to the principal and represent the PTO at meetings of other groups, if needed
- Guide and keep PTO Board Officers and Chairpersons on task

Typical Monthly Responsibilities:

- Prepare agenda for and attend General Membership and Executive Board Meetings
- Attend and/or assign a representative to attend monthly District PLT (Parent Leadership Team) meetings and communicate information to general membership
- Invite chairpersons to PTO meetings to present event and program information.
- Review the treasurer's report
- Have regular check-in meetings with the principal

Typical Annual Responsibilities:

- Finalize the activities calendar with the principal
- Set the schedule of monthly general membership and executive board meetings for the year
- Update the signature cards at the PTO's bank
- Double-check key organizational dates, including PTO insurance policy renewal, incorporation with the state, and IRS Form
- Determine which officer positions might need to be filled next year and reach out for volunteers with help of Parliamentarian and current officers
- Determine which committee chair positions of large scale events/fundraisers (Plant Sale, Food Drive, Staff Appreciation) might need to be filled next year and reach out for volunteers to shadow current chairpersons with help of Second Vice President and current officers.

Training and Resources:

- One-on-one with outgoing president
- Past files and examples