



1. Duties

President

- Preside over meetings, both Executive Committee and general membership meetings
- Prepare agendas for both the Executive Committee and general meetings
- Appoint chairpersons who are not otherwise elected by the Executive Committee
- Call special meetings
- Execute documents for the PTO
- Insure appropriate communication between members of the PTO and the school administration
- Coordinate PTO activities with the President of the school

Vice President

- Act as President when appropriate and perform other duties as assigned by the President
- Chair the Nominating Committee
- Insure liaison between the PTO and other relevant groups

Secretary

- Maintain written records of PTO activities
- Circulate notice of regular and special meetings
- Distribute agenda prior to meetings of the Executive Committee
- Maintain minutes of the meetings of the Executive Committee
- Conduct the general correspondence of the PTO as requested by the President

Treasurer

- Submit appropriate Treasurer's report to the Executive Committee
- Receive all monies of the PTO
- Distribute funds at the Executive Committee's direction
- Serve as custodian of all financial records

Executive Committee

The Executive Committee is responsible for the work of the Organization and in that capacity:

- Sets meetings
- Identifies significant issues and makes recommendations to appropriate persons
- Works in concert with the President of the school and school board to insure harmony in the school community
- Communicates goals which are unique to the PTO on an annual basis
- Determines fund raising events for the Organization annually
- Offers suggestions to the President of the school about the way(s) in which monies from fund raisers can be used
- Coordinates fund raising activities with other school and local parish activities
- Assembles volunteers for school events and events sponsored by the PTO

2. Election of Officers

In order to insure continuity, election of officers should take place on an annual basis. At least two months prior to the conduct of the election, an ad-hoc nominating committee is chaired by the Vice-President, consists of at least three members who are not members of the Executive Committee, and is responsible for:

- Making a judicious attempt to find two nominees for each office