

PTO Officer Duties (revised 1-10)

President

- Preside at all general meetings of the organization and at the Executive Board.
- Be a member ex-officio of all committees.
- Notify Organization membership of upcoming PTO general meetings via the Roosevelt Reader formerly known as Thursday Take Home and PTO emails.
- Meet with PTO Presidents and the Superintendent approximately every 6 weeks.
- Meet with Roosevelt Administrators each month.
- Prepare agendas for General Meetings and arrange guest speakers.
- Assign Board member liaisons for each committee.
- Serve as board liaison to several committee chairs.
- Serve as Past President following President term.
- Prepare officer training transition materials and train incoming officer(s).

Vice-President

- Attend all PTO Board and General Meetings.
- Support attendance at Roosevelt Administrator and PTO meetings.
- Serve as President the following year.
- Assume the duties of the President in his/her absence.
- Produce the annual PTO Calendar and Directory.
- Serve as Program Chair for general PTO meetings.
- Collect agenda items and distribute agenda 2 days prior to Board meeting.
- Liaison for Laura Gilpin Memorial aquarium in LRC with maintenance vendor.
- Serve as Board liaison to several committee chairs.
- Track and process Roosevelt PTO grants.
- Sign-up volunteers for next year's committee list.
- Plan breakfast bash.
- Plan and coordinate fundraising efforts for following year (working with a committee).
- Prepare officer training transition materials and train incoming officer(s).

Treasurer

The PTO Treasurer is responsible for all aspects of the financial records of the PTO. This includes the following specific duties:

- Attend all PTO Board and General Meetings.
- Support attendance at Roosevelt Administrator and PTO meetings.
- Prepare the annual budget for the PTO based on input and approval from the PTO Board.
- Receive of all PTO monies (including money that is initially collected by other committees), payment of funds in accordance with the approved budget and maintenance of accurate records of receipts and expenditures.
- Support PTO Committees by providing budget information and answering questions about prior year(s) spending.
- Present financial statements at each PTO meeting and at other times as requested by the PTO Board.
- Prepare a summary of PTO spending in the fall and the spring to be published in the Roosevelt Reader.
- Coordinate the annual audit ensuring that all regulatory filings prepared by the auditor are completed and filed on a timely basis. Typical filings include Form 990 – Return of Organization Exempt from Income Tax and AG990IL – Illinois Charitable Organization Annual Report as well as any other filings required for a specific fiscal year.
- Serve as Board liaison to several committee chairs.
- Prepare officer training transition materials and train incoming officer.

Corresponding Officer

Maintain Project Report spreadsheet and status' on correspondence sent to committee chairs for events. Responsible for reaching out to assigned chairperson to provide budget input, guidance on event requirements and contact information.

- Attend all PTO Board and General Meetings.
- Support attendance at Roosevelt Administrator and PTO meetings.

Pto Board Responsibilities Lowery Elementary Pto

A Loxley



Pto Board Responsibilities Lowery Elementary Pto:

Unveiling the Power of Verbal Beauty: An Psychological Sojourn through **Pto Board Responsibilities Lowery Elementary Pto**

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