



## **Alexander Graham Middle School PTO Executive Board Descriptions**

### **Co - Presidents (second year of 3 year commitment):**

- Leads monthly executive board meetings, bi-monthly general board meetings and all general PTO membership meetings.
- Maintains parliamentary procedures for voting.
- Signs checks and contracts.
- Sets PTO budget with Principal and incoming and outgoing Treasurers.
- Meets with principal to determine PTO calendar.
- Deals with issues pertaining to PTO business only. All curriculum, safety, CMS issues get forwarded to the Principal and SLT chair.
- Writes a letters as needed for communications. Speaks at assemblies and events as needed.
- Trains President-Elect.

### **Co - VP and President Elects (first year of 3 year commitment):**

- Chairs Invest in Excellence fundraising campaign.
- Assumes president role next year.
- Steps into President position if President resigns.
- Serves as PTO representative to School Leadership Team (SLT).
- Convenes Nominating Committee in the spring.

### **Co - Past President (last year of 3 year commitment):**

- Participates in monthly executive board meetings, bi-monthly general board meetings.
- Works with administration to track key fobs during year; collects outstanding fobs at end of year and returns to administration.

### **Secretary (1 year commitment):**

- Takes minutes at all monthly executive board meetings, bi-monthly general board meetings and all general PTO membership meetings. File appropriately.
- Requests approval of all minutes at subsequent meeting. Distribute/post approved minutes as appropriate.
- Maintains files of approved minutes as required.
- Maintains committee chair contact list and mailing lists for emails.
- Organizes and inventory Parent Room (in August); maintain cleanliness of Parent Room (monthly).
- Coordinates release of information to feeder elementary schools as needed.

**Treasurer (last year of 2 year commitment):**

- Participates in monthly executive board meetings, bi-monthly general board meetings and all general PTO membership meetings, as needed.
- Provides Cash Balance Report and Budget/Forecast/Actual Report at monthly and bi-monthly meetings.
- Maintains accurate financial records and safe guard PTO finances.
- Pays PTO bills as requested by Exec Board, committee chairs or school staff who are authorized to spend funds.
- Ensures accurate tax filings (may be assisted by outside CPA). May be included but not limited to 990 Forms in the fall and 1099 forms in January.
- Submits request for state sales tax refund (twice per year).
- Assists with preparation of Consolidated Payment form for Back to School.
- Provides communication and instruction to all committee chairs on proper check request procedures and proper handling of collections and deposits (in August).
- Provides communication of initial budget (in August) and any approved changes to the budget (as needed) for each committee chair.
- Provides monthly detailed report on income and expenses to each committee chair.
- Assists president with preparation of the new budget in the spring.
- Manages PTO business relationships (preferred printer relationship, preferred banner vendor, preferred T shirt vendor, etc.)
- One of three Exec Board members authorized to sign PTO checks.
- Supervises and trains assistant treasurer. Keeps detailed records of job to pass down to assistant treasurer.
- Requests and oversees audit of financial records as required.
- Coordinates, as needed, the finances of the sale of PE uniforms with administration.

**Assistant Treasurer (first year of 2 year commitment):**

- Participates in monthly executive board meetings, bi-monthly general board meetings and all general PTO membership meetings, as needed.
- Processes Consolidated Payment forms from Back to School Packet.
- Responsible for making PTO deposits and safeguarding assets.
- Handles any NSF checks that are returned to the PTO.
- Steps into Treasurer position if Treasurer resigns.