

## **Van Zant PTO Officers**

### **Job Descriptions**

#### **President:**

- Shall preside over all meetings, general & executive.
- Coordinate the work of Board Officers & Committees.
- Coordinate with the Principal and VZ staff for calendar & events.
- Appoint special committees, subject to Board approval.
- Authority to sign checks.
- Responsibility for co-writing the yearly budget with the Treasurer.
- Responsibility for the overall assistance with PTO functions throughout the year.

#### **1<sup>st</sup> Vice President:**

- Aides the President with the above described duties.
- Performs the above described duties in the absence of the President.
- Coordinate & direct all Committee Chairpersons.
- Photocopies all general PTO notices & flyers, when necessary.
- Responsibility for overall assistance with PTO functions throughout the year.

#### **2<sup>nd</sup> Vice President:**

- Aides the President & 1<sup>st</sup> Vice President with the above described duties.
- Coordinate & direct all fundraising initiatives & programs.
- Responsibility for overall assistance with PTO functions throughout the year.

### **Treasurer:**

- Shall retain custody of all PTO funds.
- Keep an accurate account of receipts & expenditures.
- Pay out funds with accordance of the approved budget, including but not limited to licenses, reimbursements and nonprofit status.
- Present financial statement of accounts at every meeting.
- Authority to sign checks.
- Responsibility of co-writing the budget with the President.
- Responsibility for overall assistance with PTO functions throughout the year.

### **Recording Secretary:**

- Shall record the minutes of all PTO meetings, general & executive.
- Keeps attendance records of all those present at PTO meetings, general & executive.
- Responsibility for keeping a printed copy of previous meeting minutes.
- Responsibility for reading previous meeting minutes if motion to wave the reading of the minutes is not approved.
- Handles all external publicity for the school.
- Responsibility for overall assistance with PTO functions throughout the year.

### **Corresponding Secretary:**

- Shall conduct the general correspondences of the PTO, as directed by the President, Executive Board and Committees.
- Responsibility for acknowledging pertinent events for VZ staff & PTO members, including but not limited to, births, get-well, retirement etc.
- Responsibility for overall assistance with PTO functions throughout the year.