

**BANOAK ELEMENTARY SCHOOL
PTO EXECUTIVE BOARD MEMBERS
DUTIES**

PRESIDENT:

1. To preside at General School Wide PTO meetings and Executive Board meetings.
2. Serve as the official representative of the PTO
3. To prepare an agenda for the Executive Board meetings
4. To work with the Secretary on what information should be included in the monthly newsletters, handouts, etc.
5. To delegate responsibilities (duties) as needed to incorporate as much parental help as possible.
6. To head up or be in charge of at least one (1) fundraiser during the year.
7. To keep any correspondence necessary for use by PTO from year to year on the PTO flash drive. The flash drive is to be turned over to the new President at the end of each term.

VICE-PRESIDENT:

1. To assume the duties and responsibilities of the President in his/her absence.
2. To assist the Secretary if needed with distribution of the newsletters and handouts.
3. To head up or be in charge of at least one (1) fundraiser during the year.

SECRETARY AND ASSISTANT SECRETARY:

1. To take the minutes at all General School Wide PTO meetings and keep them in a binder and/or computer flash drive.
2. To take the minutes at all Executive PTO meetings and keep them in a binder and/or a computer flash drive.
3. To prepare handouts, flyers, monthly newsletters, etc and distribute them to the teachers, students, parents, etc. These documents are to be saved on the PTO flash drive and handed down to the new Secretary at the end of each term.
4. To prepare the agenda and any necessary handouts for the General School Wide PTO meetings.
5. To head up or be in charge of at least one (1) fundraiser during the year.

TREASURER AND ASSISTANT TREASURER:

1. Serve as custodian(s) of the PTO's finances.
2. To collect Revenue from each fundraiser.
3. To pay authorized expenses.
4. To report financial activity at monthly Executive Board Meetings.
5. To prepare a Year-End Financial Report for the Executive Board and to be handed out at the last General School Wide PTO Meeting. (Will need to work with the Secretary on this).

6. If requested by the Executive Board, prepare finances for an audit.
7. Hold all financial records – paper and electronically. Save reports onto PTO flash drive to be handed down to the new Treasurer at the end of each term.
8. These duties may be divided between the Treasurer and Asst. Treasurer.
9. Must be a Banoak Elementary School Staff Member.