



PTO President Job Description

Duties detailed in the bylaws:

1. Preside at all meetings of the organization and of the executive committees
2. Perform such other duties in accordance to the assigned job description (see attached)
3. Ex-officio member of all committees except the nominating and auditing committees
4. Coordinate the work of the officers, committees of the organization, and the organization as a whole in order that the objectives may be accomplished.
5. Be a co-signer on the account (all checks must have two signatures)
6. Be the liaison between staff, families and PTO.
7. Serve on the District 27J Sounding Board by attending monthly meetings.
8. Submit PTO News to the monthly Mary E. Pennock Newsletter or whomever the president delegates to do so.

Tasks:

1. Schedule all PTO General and Board Meetings, and prepare agendas.
2. Attend monthly District meetings
3. Check the PTO mailboxes in each building on a regular basis during the school year
4. Prepare and submit PTO articles for the newsletters
5. Maintain a current roster of PTO Board. Share this with board and school secretaries.
6. Communicate with and encourage the Board members.
7. Review the Job Descriptions and Bylaws annually.

8. Monitor and support all activities of all the other officers.
9. Maintain all Historical Files
10. Appoint an accounting professional or review committee to review the books of the Treasurers on an annual basis, preferably in the summer, with the approval of the PTO general membership
11. Maintain constant communication with the PTO Board on all actions made, and copy PTO Board on all communications.

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