

## ***PTO President***

### **Characteristics:**

Problem solver who is comfortable delegating and naturally takes a leadership role. Desire to serve the needs of the school with a strong understanding of the organization's mission.

### Responsibilities:

- Lead PTO meetings
- Serve as the primary contact to the principal and represent the PTO at meetings of other groups
- Serve as an ex-officio member of all committees
- Manage corporate sponsorship fundraising ☐ Manage teacher grant process
- Retain all official records of the PTO and ensure all bylaws of the organization are followed

### **Monthly Tasks:**

- Prepare and lead PTO meetings • Review the treasurer's report and newsletters
- Have regular check-in meetings with the principal, staff, and PTO board
- Thank volunteers and sponsors for their efforts

### **Annual Tasks:**

- Finalize the activities calendar and board meetings with the board and school administration
- Double-check key organizational dates (insurance policy renewal, incorporation with the state, and IRS Form 990-EZ)
- Determine which committees need to be filled the following year, and work with VP to reach out for volunteers and committee members