

TES PTO Executive Board Position Descriptions

All positions have the option of a co/assistant.

President:

- Presides over meetings of the organization and executive board. Must maintain impartiality when serving as the presiding officer at meetings and be knowledgeable of basic parliamentary procedure.
- Serves as primary contact for the principal and represents the organization at meetings outside the organization.
- Serves as the ex officio member of all committees except the Nominating Committee.
- Disseminates and communicates all information received pertinent to PTO.
- Ensures that the Standing Rules are up to date and has them voted for approval in the September General Meeting every year. Ensures we are in compliance with them.
- Coordinates the work of all officers and committees so that the purpose of the organization is served.
- Attends TES PTO functions as schedule permits.
- Helps to develop joint PTO/TES calendar and works with PTO Secretary to keep the calendar updated.

Vice President:

- Assists the current President with their duties listed above.
- Carries out duties as delegated by the President and carries out the duties of President in the absence or inability of the President to serve, except in the case of an elected co/assistant President.

Secretary:

- Keeps all records of the organization. Keeps a copy of the minutes' book, Bylaws, Standing Rules, membership list, and any other supplies and brings them to meetings.
- Takes and records minutes.
- Prepares the agenda.
- Handles correspondence.
- Sends notices of meetings to membership.

Treasurer:

- Keeps an accurate record of all receipts and expenditures.
- Pays out funds in accordance with the approval of the executive board.
- Presents a financial statement at every meeting and other times of the year when requested by the executive board, and makes a full report at the end of the year.
- Files taxes for the organization in accordance with the schedule. Files all required filings with the State according to the schedule, and must notify the President upon completion.

Fundraising:

- Oversees all fundraising activities for the organization, including research, promotion, and implementing fundraisers.
- Serves as point of contact for fundraising committee chairs.