



## Elected Officers

**President** – Serve as principal executive officer of the organization and key contact for the PTO; preside at all PTO meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met. Liaison to Principal

**Vice President** - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board.

**Secretary** - Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned.

**Treasurer** – (Deposits) Be responsible for and have custody of all funds; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; make deposits; provide cash boxes when needed.

**Co-Treasurer** – (Reconciliation) Balance QuickBooks monthly, prepare financial reports for executive board members monthly, and have financials at each meeting and as needed; prepare the books for an annual audit.