

Meadow View PTO Officers' Roles and Responsibilities

Executive Board Members:

- Participate in all meetings.
- Have working knowledge of Roberts Rules of Order.
- Represent constituents of the Meadow View Elementary community.
- Board Members shall create and maintain written documentation of all responsibilities and processes for their positions throughout their term.
- Outgoing Board Members shall transition all documentation to the Incoming Board Members in May each school year.
- Establish the day, time and place of the all meetings and publish at the earliest possible date.
- Appoint and coordinate committees and committee chairpersons as necessary.
- Have one vote.
- Vote and approve The Agenda to be presented at the general meetings.
- Executive Board Members shall receive no compensation for their services.

Administrator (Principal, or Vice Principal, in the Principal's absence):

- Serve as an Executive Board Member in a voting capacity.
- Advise the PTO and represent the District and Administrative concerns.
- Ensure that the PTO follows the school district's policies.

President:

- Serve as an Executive Board Member in a voting capacity.
- General supervision of the affairs of PTO.
- Preside at all Executive Board Meetings and General Meetings, or in the event of an absence, communicate with Vice President.
- Ensure that school community is informed of all pertinent information.
- Shall temporarily perform duties of any vacated Executive Board or Committee Chair positions.
- Determine meetings - Executive Board Meetings shall take place no later than a week prior to the General Meetings when at all possible. Call special meetings as necessary in conjunction with school Administration.
- Oversee drafting and distribution of Executive Board Meeting agenda at least 48 hours before meeting in conjunction with school Administration.
- Oversee the drafting, the distribution, and the posting of General Meeting agenda at least 24 hours after the Executive Board meeting and no less than a week before the General Meeting.
- Oversee certain committee chairs as determined annually by the Officers of the Executive Board.
- Facilitate PTO meetings using the MDVE summarized Robert's Rules of Order procedures and guidelines.¹
- Submit PTO news to the Vice President of Communications in a timely manner to ensure dissemination via the communications network available.

Vice President:

- Serve as an Executive Board Member in a voting capacity.
- Support and assist the President.
- Provide assistance to the President on Fundraising- and/or Communications-specific responsibilities if two VPs are not in office.
- Familiarize self with MDVE summarized Robert's Rules of Order and work with President to assure meetings are run accordingly.²
- Oversee certain committee chairs as determined annually by the Officers of

the Executive Board.

- Preside at meetings in the President's absence and perform said duties.
- Assist other Board Members and Committee Chairs as needed.

Vice President of Fundraising (when applicable):

- Serve as an Executive Board Member in a voting capacity.
- Support and assist the President.
- Oversee all fundraising aspects of the PTO.

Vice President of Communications (when applicable):

- Serve as an Executive Board Member in a voting capacity.
- Support and assist the President.
- Oversee all communications aspects of the PTO
 - In the event that volunteers are available to fill, responsibilities shall be divided between Internal (staff) and External (parents and community at large) Communications

Secretary:

- Serve as an Executive Board Member in a voting capacity.
- Attend all Executive Board and General meetings, record the minutes, and keep attendance and voting records.
- Publish General meeting minutes within seven days via email and/or PTO website.
- Minutes shall be approved and amended, if required, at the following months' general meeting.
- Ensure third-party resource for annual tax filing duties and define a process going forward.
- In the absence of the Secretary, the Executive Board shall select another member (General or Executive member) to record the minutes.

Treasurer:

- Serve as an Executive Board Member in a voting capacity.
- Responsible for providing receipts for all cash and in-kind donations and publication of contributors as outlined by the Executive Board.
- Prepare monthly financial statements to present to Executive Board Meetings and General Meetings. This information will also be posted on the PTO website.
- Works in conjunction with Meadow View Elementary Bookkeeper and school Administration on all purchases and PTO Grant Awards.
- Draft tentative annual budget with Executive Board Members and provide a final copy to the Executive Board and School Bookkeeper before the August General Meeting.
- Create and maintain financial policies and procedures necessary to ensure adequate accounting for PTO monies.
- Process all receipts for monetary contributions within 10 business days of their receipt.
- Responsible for establishing and maintaining an accounting record for the Meadow View PTO.
- Keep and maintain all Tax /IRS documentation, both hard and soft (where applicable) copies.
- Maintain annual insurance policy for the organization.
- Provide access to reconciled bank statements at the request of the Executive Board.

Assistant Treasurer (when applicable):

- Serve as an Executive Board Member in a voting capacity.
- Support and assist the Treasurer.
- Familiarize self with current Meadow View Elementary Treasurer's responsibilities.
- Preside at meetings in the Treasurer's absence and perform all duties in the case of any absence for a given period of time.

Staff Director:

- Serve as an Executive Board Member in a voting capacity.
- Assist the President and Vice President(s) as needed.
- Fill in when President and Vice President(s) cannot attend events.
- Fill in for all Board positions as needed.
- Participate in PTO functions.
- Shall be a current staff member of Meadow View Elementary
- Shall research special projects as requested by the President
- Help channel information and needs in the appropriate direction and report to the Executive Board on any issues that may involve the PTO.

Staff Communications Liaison:

- Serve as an Executive Board Member in a voting capacity.
- Assist the President and Vice President(s) as needed with internal communications to the school staff members.
- Participate as a PTO representative at all MDVE staff meetings.
- Fill in when President and Vice President(s) cannot attend events.
- Fill in for all Board positions as needed.
- Participate in PTO functions.
- Shall be a current staff member of Meadow View Elementary
- Help channel information and needs in the appropriate direction and report to the Executive Board on any issues that may involve the PTO.