

PTSO President and President Elect Job Descriptions

President – Voting Member, Term begins at the May meeting.

1. Attend PTSO meetings.
2. Collaborate with Volunteer Coordinator for calendar planning for next school year (May).
3. Meet with Treasurer for budget review and planning for next school year (June/July).
4. Send Welcome letter to chairpersons inviting them to attend meetings prior to their event. Follow up with chairpersons as planning agendas takes place (August/September)
5. Welcome and greet at events throughout the school year as the current leader of the organization. Events to consider: Workshop Week Staff Meeting, Back to School / Open House Night, Kindergarten Parent Days, Volunteer Orientation, Kindergarten Registration, Volunteer Appreciation Tea.
6. Contact and arrange for guest speakers at PTSO meetings if appropriate.
7. Establish and distribute agenda (to board members and anticipated attendees) one week prior to each meeting.
8. Preside over meeting, determining what items to be tabled or scheduled for future agendas, recommend task forces, work groups, etc.
9. Complete Classroom / Teacher Gift Allowance letters and provide to Staff Rep for distribution after budget approved (October).
10. Review and update PTSO letter for Kindergarten Registration (Jan).
11. Arrange additional board Member meeting as needed in to review bylaws and leadership needs (March).
12. Update and distribute Nomination Form and Chairperson Recruitment form (March).
13. Collaborate with President Elect on new ideas for the next school year.
14. Coordinate the work of the officers in order that the objectives of the PTSO may be supported and promoted.
15. Support the objectives of the organization and uphold its policies and principles.
16. Coordinate and recruit committee chairpersons for all vacant standing committees of the board in collaboration with all board members.
17. Collaborate with and support Volunteer coordinator in communications re: events and chairpersons.
18. Assist Volunteer Coordinator or Chairperson in need of assistance at their request.

President Elect- Voting Member, term begins at the May meeting and transitions to President the following May meeting.

1. Attend PTSO meetings
2. Assist the President as able or requested.
3. Perform the duties of the President in the absence or inability of that officer to serve.
4. Perform other responsibilities as agreed to by the Executive Board.
5. Coordinate the general activities of any Special Committees created by the Executive Board. This may be task forces, work groups, etc. that may be created for new / short-term needs.
6. Assist in recruiting for chair persons and board positions for the current and following year.
7. Field / review fundraising solicitations, collaborating with appropriate chairpersons as needed and responding appropriately to the vendors in a timely manner.
8. Field new / incoming ideas from parent community, chair persons, staff and board members. Research and present at meetings as appropriate.
9. Welcome and greet at appropriate events during the 2nd-half of the year in preparation of being visible and approachable the following year. (See above).
10. Assist Volunteer Coordinator or Chairperson in need of assistance at their request.
11. Contact all Chairpersons to thank them, confirm return and request summary of their event. (April through end of year)

Other Tasks (assignment tbd):

1. Write and submit "PTSO Buzz" to school Secretary by the 15th of each month for inclusion in the school newspaper.
2. Promote PTSO Meetings, News and Needs through Wednesday envelopes, email blasts and Facebook.