

Adolphus PTO President Job Description (250+ hrs.)

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understand the organizations' mission, by laws, and conflict of interest policy
- Effective leadership, organizational, and communication skills
- Willingness to delegate tasks
- Good listening and problem solving skills

Responsibilities:

- Preside over the PTO Board and held responsible for actions of PTO board as a whole
- Preside at general PTO meetings and executive board meetings
- Serve as the primary contact to the principal and represent the PTO at meetings of other groups
- Be an ambassador for the PTO and the school
- Serve as an ex-officio member of all committees
- Retain all official records of the PTO
- Fulfills duties of any PTO board position that is vacant, negligent, or absent until fulfilled
- Be a liaison for new families

Typical Annual Tasks:

- Finalize the activities calendar with the principal before school year begins
- Set the schedule of monthly executive board meetings, and general meetings for the year
- Complete all building reservation forms for meetings & events being held at the school
- Provide guidance to all board members
- Update the signature cards at your PTO's bank with Treasurer
- Double-check key organizational dates, including your PTO & District calendar
- Insurance policy renewal, incorporation with the state, and IRS with Treasurer
- Oversee Board Elections with the Vice President, nominating committee
- Public Storage renewal and update names / keys
- Oversee the end of year storage requirement of the PTO room for summer
- Update PTO bulletin board and Welcome packets
- Collect / return PTO room keys

Typical Monthly Tasks:

- Participate in executive and general board meetings and provide input for decisions
- Prepare for and lead executive board meetings and general PTO meetings
- Review the treasurer's report and needs to be present to count money with the Treasurer
- Have regular check-in meetings with the principal
- Thank volunteers, donors, and sponsors for their efforts and send thank you cards
- Maintain PTO remind, Facebook, and/or website
- Review all Teacher/Principal Request and present them to the board, or district

Typical Weekly / Daily Tasks:

- Check the PTO box in front office and workroom and review incoming mail
- Review all correspondence and social media that is being sent by or to PTO
- Respond to emails, question, concerns from, staff, and parents
- Make necessary purchases for events, supplies etc.
- Complete expense report of all activity on the credit card or reimbursement report

