



GRHS PTO Executive Board Job Descriptions

General Duties (All Board Members)

1. Attend/volunteer at all Board Meetings, General Meetings and PTO sponsored functions
2. Provide an email address/phone number where you can be reached as needed
3. Develop budget (including expected income and expenses) and provide to the Treasurer prior to the beginning of each school year
4. Keep a notebook detailing the duties of the office and provide to the President within 5 days of the installation of a successor
5. Pursue Corporate Donations.

President

1. Run all General and Executive Board Meetings
2. Develop Agendas for all General and Executive Board Meetings
3. Meet with the Principal and other ARJH staff members as needed
4. Oversees all other Officer Positions and Committees
5. Coordinate events/programs that benefit students, parents and staff
6. Attends Committee meetings as necessary
7. Attends monthly Round Table meetings

Treasurer

1. Use QuickBooks to maintain the PTO's financials
2. Collect and deposit all funds brought in by the PTO
3. Maintain checking/saving accounts
4. Provide monthly Financial Statements to the PTO Board
5. Develop Annual PTO Budget
6. Maintain PayPal Online purchasing account
7. File quarterly sales taxes
8. Send annual tax information to accountant and file taxes

Secretary

1. Keep the minutes of all Board and General Meetings
2. Distribute minutes to board members
3. Handle all correspondence and thank you notes/letters as needed
4. Advise the presiding officer on questions of parliamentary law and matters of procedure



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Keep an account of the year's functions in a scrapbook

Vice-President of Membership

1. Coordinate membership drives
2. Keep membership form updated and provide copies at all PTO Events
3. Maintain membership records
4. Coordinate membership benefits

Vice-President of Volunteers

1. Attend District VIPS meetings as official campus VIPS Coordinator
2. Monthly reporting of all volunteer hours from PTO to the District.
3. Coordinate volunteers for all PTO Events and Committees
4. Coordinate/plan Volunteer Orientation meeting
5. Coordinate/plan Volunteer Appreciation event

Vice-President of Hospitality

1. Coordinate hospitality suites as needed at PTO Events
2. Coordinate/plan Teacher Appreciation
3. Coordinate snacks/food for various PTO Events

Vice-President of Publicity

1. Provide notice of meetings and events in any school and district publications
2. Provide coverage of events to the local media
3. Provide notice of meetings and events to members/parents via the newsletter
4. Oversee the website
5. Maintain PTO Master Calendar