



Rea View PTO Executive Board Officer Responsibility Descriptions

Rea View PTO's President will...

- Be the public face of the PTO.
- Know Rea View PTO's Bylaws and Standing Rules
- Ensure the PTO follows and is in compliance with the PTO's Bylaws, as well as ensure compliance with all NC and federal regulations.
- Serve as the main point of contact for the PTO.
- Serve as the main contact for Rea View's administrators and staff.
- Develop a positive relationship with Rea View's administrators.
- Schedule, serve as the moderator for, and run PTO Executive Board and General Meetings.
- Set the agenda items for each PTO Executive Board and General PTO meeting and share them with the PTO Secretary. (This doesn't mean that the President is the only person who talks or can add items to the agenda).
- Be in charge of the communication sent from the PTO out to the school community.
- Serve as a check and balance for the PTO's Treasurer (review and sign check requests and checks).
- Help PTO Board liaisons solve issues with committees.
- Assist the PTO President Elect in the process of learning the role of PTO President (such as copying the President Elect on emails, sharing important information and decisions, conducting one-on one meetings as needed, etc.)



Rea View PTO Executive Board Officer Responsibility Descriptions

Rea View PTO's President Elect will....

- Learn the role of PTO President.
- Serve on the PTO Board for two years
- Become familiar with Rea View's PTO's Bylaws and Standing Rules.
- Be the liaison for the nominating committee, social media coordinator, volunteer coordinator, and webmasters (i.e. will provide reports at PTO Board meetings about committee progress and needs).
- Assist committees under the charge as needed.
- Attend PTO Executive Board Meeting and General PTO Meetings
- Attend other PTO meetings with the PTO President as needed.

Rea View PTO's Vice Presidents will...

- Become familiar with Rea View's PTO's Bylaws and Standing Rules.
- Be the liaison for committees listed underneath their role on the PTO Org chart (i.e. will provide reports at PTO Board meetings about committee progress and needs).
- Assist committees under the charge as needed.
- Attend PTO Executive Board Meetings.



Rea View PTO Executive Board Officer Responsibility Descriptions

Rea View PTO's Treasurer will...

- Become familiar with Rea View's PTO's Bylaws and Standing Rules.
- Collect all money received by PTO and deposit into the PTO bank account in a timely manner.
- Receive and pay bills.
- Provide budget reports at the Executive Board meetings.
- Keep accurate records of income and expenses.
- File appropriate government forms., including taxes.
- Pay the PTO's insurance.
- Attend PTO Executive Board Meetings.
- Check the PTO's mailboxes for bills and other financial documents at Rea View on a weekly basis.
- Regularly ask the PTO President to sign checks and check requests.
- Prepare a report for the PTO's auditor every three months.
- Stay in regular contact with the PTO's auditor.
- Assist the Treasurer Elect in learning the role of PTO Treasurer.

Rea View PTO's Treasurer Elect will...

- Become familiar with Rea View's PTO's Bylaws and Standing Rules.
- Learn the role of Treasurer.
- Serve on the PTO Board for 2 years.
- Prepare financial reports for the Treasurer, including reports from the PTO Website and the credit card processing companies.
- Attend PTO Executive Board Meetings.



Rea View PTO Executive Board Officer Responsibility Descriptions

Rea View PTO's Secretary will...

- Become familiar with Rea View's PTO's Bylaws and Standing Rules.
- Create the agendas for PTO Board Meeting and General PTO Meetings.
- Type up minutes for the PTO Board Meetings and General PTO Meetings.
- Maintain Important PTO Records (articles of incorporation, bylaws, standing rules, insurance documentation, 501(c)(3) documentations, etc.).
- Maintain the PTO Dropbox site.
- Serve as the PTO Membership Chair.
- Maintain all PTO Membership records.
- Create any other documents requested from the PTO President.
- Attend PTO Executive Board Meetings.

Rea View PTO's Board-Member(s)-at-Large will...

- Know Rea View's PTO's Bylaws and Standing Rules.
- Have served as a Rea View PTO Executive Board member in the past year.
- Advise PTO Executive Board members as needed
- Attend PTO Executive Board Meetings