

**VRA PTO**  
**Executive Board Positions**  
**Job Descriptions**

**President:**

- Presides over monthly executive board meetings and four general PTO General membership meetings
- Maintains communication with PTO members and the school at large
- Signs all contracts and documents authorized by the Executive Board
- Appoints all chair people of standing and special committees
- Meets with the principal and act as the liaison between the PTO and all administrators
- Oversees committees and fundraisers

**Vice President:**

- Assists president in all above duties
- Implements parliamentary procedures

**Secretary:**

- Takes minutes at each meeting and distributes them 10 days out from the meeting with action items for all board members
- Writes out thank you notes to all business partners and individuals who deserve special recognition
- Prints and frames business partner certificates for distribution
- Maintains attendance records at all meetings

**Treasurer:**

- Maintains the PTO checking account
- Provides monthly reports at all PTO meetings
- Makes all deposits to the bank
- Pays expenses, reimbursements and invoices incurred by the PTO
- Oversees tax return (to be completed by a tax professional)

### **Membership Coordinator:**

- Plans and executes the annual membership drive and incentive levels
- Maintains the membership toolkit and member directory
- Plans and executes the annual membership breakfast
- Performs the duties of the president in his or her absence

### **Business Partner Coordinator:**

- Seeks out businesses in the community to partner with the PTO through monetary and in-kind donations
- Coordinates business partner advertising and events with the school
- Develops a business partner plan for each new school year
- Provides an end of the year gathering in appreciation of all business partners

### **Volunteer and Room Parent Coordinator:**

- Creates sign-up geniuses for all events requiring volunteers
- Plans and executes the volunteer breakfast at the end of the school year
- Plans an informational meeting for room parents