

DUTIES OF PTO OFFICERS

The President shall:

- Preside at all scheduled General PTO Meetings and Executive Board meetings
- Appoint all chairpersons of standing and special committees with the approval of the Executive Board
- Become familiar with and uphold the PTO bylaws
- Sign all contracts and documents authorized by the Executive Board
- Be the official representative of the PTO, authorized to act on behalf of the PTO
- Be an ex officio member of all committees except the Nominating Committee
- Coordinate the work of the officers and committees of the PTO in order that the objectives may be promoted
- Meet with the VRA Principal and serve as liaison between the PTO and school leaders
- Perform such other duties assigned to him/her by the PTO or by the Executive Board, and such other duties applicable to the office as prescribed by Robert's Rules of Order Newly Revised.

The Vice President of Pre-K-2 shall:

- Assist the President with a focus on the needs and activities/events of grades Pre-K-2
- Participate in executive board meetings and provide input for decisions
- Oversee committees with a focus on grades Pre-K-2, train committee chair people, and act as a liaison between committee chair people and the executive board
- Communicate volunteer needs for grades Pre-K-2 to the Volunteer Coordinator
- Perform such other duties as may be delegated to him/her

The Vice President of 3-5 shall:

- Assist the President with a focus on the needs and activities/events of grades 3-5
- Participate in executive board meetings and provide input for decisions
- Oversee committees with a focus on grades 3-5, train committee chair people, and act as a liaison between committee chair people and the executive board
- Communicate volunteer needs for grades 3-5 to the Volunteer Coordinator
- Perform such other duties as may be delegated to him/her

The Vice President of 6-8 shall:

- Assist the President with a focus on the needs and activities/events of grades 6-8
- Participate in executive board meetings and provide input for decisions
- Oversee committees with a focus on grades 6-8, train committee chair people, and act as a liaison between committee chair people and the executive board
- Communicate volunteer needs for grades 6-8 to the Volunteer Coordinator
- Perform such other duties as may be delegated to him/her

The Vice President of Membership shall:

- Maintain the membership roster and ongoing contact with PTO members
- Be responsible for planning and executing the membership drive
- Form a committee to assist in carrying out his/her duties
- Perform the duties of the President in the absence or disability of that officer
- Perform such other duties as may be delegated to him/her

The Vice President of Committees shall:

- Partner with the Treasurer to create initial budgets
- Manage all committees as assigned by the Executive Board
- Update the Executive Board at Board meetings regarding upcoming events and discuss issues and/or changes
- Communicate appropriately with committee chairs, co-chairs and the Volunteer Coordinator
- Perform such other duties as may be delegated to him/her.

The Vice President of Business Partners shall:

- Seek out businesses to partner with the PTO through monetary or product donations and maintain business partner relationships throughout the year
- Develop or update the business partner form at the beginning of the year
- Coordinate business partner advertising
- Work with committee chairs to find business partner sponsors for PTO events
- Update the Executive Board at Board meetings as to new partners and an issues or changes with current partners
- Sit on the 5-Star Award committee
- Perform such other duties as may be delegated to him/her

The Vice President of Fundraising shall:

- Identify and determine the fundraisers that will take place throughout the school year with the guidance and approval of the VRA Principal and the PTO executive board
- Oversee, support, and train committee leads for each fundraiser
- Act as a liaison between committee chair people and the executive board
- Perform such other duties as may be delegated to him/her

The Secretary shall:

- Record the minutes of all General PTO Meetings
- Read or display the minutes of the preceding meeting at each General PTO meeting and post the minutes on the PTO website within a reasonable time
- Keep records of Executive Board meetings and make such records available upon the request of any Member
- Act as custodian of PTO records, maintaining a permanent file of all minutes, agendas, reports, the charter, the by-laws and any correspondence
- Conduct the correspondence of the PTO as requested
- Perform such other duties as may be delegated to him/her

The Treasurer shall:

- Have custody of all the funds of the PTO
- Be responsible for the maintenance of the books of accounts and records
- Keep a full and accurate account of the receipts and expenditures
- Make disbursements in accordance with the approved budget, as authorized by the PTO and the Executive Board
- Present a financial statement at all General PTO Meetings and at other times when requested by the Executive Board. These financial statements shall consist of a year-to-date inflow and outflow statement and budget
- Strictly adhere to the guidelines and protocols that govern the St. Johns County

- school district with respect to all aspects of the handling of funds and audits
- Follow any specific guidelines set forth in the VRA PTO Standing Rules
- Perform such other duties as may be delegated to him/her

The Volunteer Coordinator shall:

- Be responsible for developing a volunteer form at the start of each school year
- Compile lists of volunteers for the various committees and manage the volunteer system on a weekly basis
- Act as a resource to the various committees and to the administration and staff of VRA
- Sit on the 5-Star Award Committee
- Perform such other duties as may be delegated to him/her

The Parliamentarian shall:

- Advise the President, Executive Board and the PTO as to matters of parliamentary law and procedure, as requested, or as needed to insure that the rules of this Organization are followed
- Bring a copy of the current edition of Roberts Rules of Order Newly Revised and these by-laws to each General PTO Meeting and Executive Board meeting
- Consult in the drafting of by-law amendments, revisions and interpretations
- Maintain an air of impartiality and refrain from voting at General PTO Meetings (except by ballot)
- Perform such other duties as may be delegated to him/her

General Expectations of Officers

All officers shall:

- Perform the duties prescribed in these by-laws and by the parliamentary authority adopted by this PTO
- Keep a binder in which they save all information related to the performance of their duties for delivery to their successor
- Deliver to their successors all official material, including the binder, not later than ten days following the end of their term of office