

## Executive Board Description

### AGMS PTO



#### Co-Presidents

- The Co-President term is the second year of a 3-year commitment.
- Leads monthly executive board meetings, bi-yearly general board meetings and all general PTO membership meetings.
- Maintains parliamentary procedures for voting.
- Signs checks and contracts.
- Sets PTO budget with Principal and incoming and outgoing Treasurers.
- Meets with principal to determine PTO calendar.
- Deals with issues pertaining to PTO business only. All curriculum, safety, CMS issues should be forwarded to the Principal and/or SLT chair.
- Writes letters as needed for communications. Speaks at assemblies and events as needed.
- Trains Presidents-Elect.

#### Vice Presidents (Presidents Elect)

- The Vice President term is the first of a 3-year commitment.
- Provides guidance to the AG Fund Chairs and informs the Executive Board on the campaign.
- Assumes the President role next year.
- Steps into the President position if the President resigns.
- Serves as PTO representative to the School Leadership Team (SLT).
- Serves as Co-Chairs to the Nominating Committee in early spring.

#### Past Presidents

- The Past President term is the third year of a 3-year commitment.
- Participates in monthly executive board meetings, bi-yearly general board meetings.

#### Secretary

- The Secretary term is for one year.
- Sends monthly Executive Board agenda with previous month's minutes
- Takes minutes at all monthly executive board meetings, bi-yearly general board meetings and all general PTO membership meetings. Files appropriately.
- Serves as time keeper for monthly Executive Board Meetings, bi-yearly general board meetings and all general PTO membership meetings
- Distributes, collects and keeps files of Code of Conduct and and Conflict of Interest forms
- Requests approval of all minutes at the subsequent meeting. Distributes/posts approved minutes as appropriate.
- Maintains files of approved minutes as required.
- Maintains committee chair contact list and mailing lists for emails.

#### Treasurer

- The Treasurer term is the second year of a 2-year commitment.
- Participates in monthly executive board meetings, bi-yearly general board meetings and all general PTO membership meetings, as needed.

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- Provides Cash Balance Report and Budget/Forecast/Actual Report at monthly and bi-yearly meetings.
- Maintains accurate financial records and safe guard PTO finances.
- Pays PTO bills as requested by Exec Board, committee chairs or school staff who are authorized to spend funds.
- Ensures accurate tax filings (may be assisted by outside CPA). May be included but not limited to 990 Forms in the fall and 1099 forms in January.
- Submits request for state sales tax refund (twice per year).
- Assists with preparation of Consolidated Payment form for Back to School.
- Provides communication and instruction to all committee chairs on proper check request procedures and proper handling of collections and deposits (August).
- Provides communication of initial budget (August) and any approved changes to the budget (as needed) for each committee chair.
- Provides a monthly detailed report on income and expenses to each committee chair.
- Assists the Co Presidents with preparation of the new budget in the spring.
- Manages PTO business relationships (preferred printer relationship, preferred banner vendor, preferred T shirt vendor, etc.)
- One of three Exec Board members authorized to sign PTO checks.
- Supervises and trains assistant treasurer(Financial Secretary). Keeps detailed records of responsibility to pass down to the Assistant Treasurer(Financial Secretary).
- Requests and oversees audit of financial records as required.
- Coordinates, as needed, the finances of the sale of PE uniforms with administration.

#### **Assistant Treasurer/Financial Secretary**

- The Assistant Treasurer term is the first year of a 2-year commitment.
- Participates in monthly executive board meetings, bi-yearly general board meetings and all general PTO membership meetings, as needed.
- Processes Consolidated Payment forms from Back to School Packet.
- Responsible for making PTO deposits and safeguarding assets.
- Handles any NSF checks that are returned to the PTO.
- Steps into Treasurer position if treasurer resigns.

#### **VP of Communications**

- The VP of Communications term is for one year.
- Works closely with Board members and school administration to streamline communication to all stakeholders.
- Oversees the weekly production of the Bulldog Bulletin.
- Monitors the use of social media as it pertains to PTO events.
- In late May/early June, conducts a full website audit and provides updates for the website with the assistance of the website committee chair.
- Considers other ways of communicating information to the AGMS school community.