



## **Officer Role Descriptions from PTO By-Laws**

**President (1 year commitment):** The president should be willing to commit to the mission and functions of St. Veronica PTO and plan to attend meetings, including the Officer and General Membership meetings and Education Commission meetings. Responsibilities include:

- Preside over all PTO Officer and General Membership meetings
- Attend Education Commission meetings and serve as a liaison from the PTO to the Education Commission
- Work with teachers and principal to assess needs the PTO may be able to support
- Establish and maintain effective lines of communication with the school principal and other pertinent administrative personnel
- Coordinate official PTO correspondence prior to all meetings and distribute pertinent information in a timely manner
- Prepare agenda and other meeting materials prior to all meetings and distribute in a timely manner
- Plan Officer Meetings
- Coordinate election of PTO Officers
- Coordinate summer budget meeting
- Facilitate the development of the annual budget for the PTO
- Ensure transparency of all PTO related expenditures
- Assist VPs with events and fundraising during school year as needed.
- Vote only to break a tie on any motion

**President-Elect (1 year commitment):** The President-Elect should be willing to commit to the mission and functions of St. Veronica PTO and attend meetings, including the Officer and General Membership meetings. The responsibilities of the President Elect are supportive in nature and are designed to create an informed path to the Presidency by the following activities:

- Assist the PTO President with PTO Officer and General Membership Meetings
- Attend Education Commission Meetings when the PTO President is unavailable
- Conducts PTO Officer and General Membership meetings when President is absent.
- Support the VP of Events and VP of Fundraising



## **Officer Role Descriptions from PTO By-Laws (continued)**

**Vice President of Events (2 year commitment):** The Vice President of Events should be willing to commit to the mission and functions of St. Veronica PTO and attend meetings, including the Officer and General Membership meetings. Responsibilities include:

- Assure that all PTO events are in alignment with the Mission/Vision of the PTO
- Develop and maintain process and guidelines for all PTO events , included but not limited to:
  - Development of historical expenditures/income by event
  - Contact list, resources, and any relevant information by event
  - Ensure proper paperwork and process is utilized for events such as expense reports, fund requests, etc.
- Establish and help maintain clear communication channels regarding PTO events between PTO Board, subcommittees, event Chairs and volunteers
- Develop positive recruiting techniques and clearly communicate roles and responsibilities to all potential subcommittee, event Chairs and volunteers
- Oversee PTO events for effectiveness, utilizing subcommittees for each event.
- Work with event chairs and PTO Treasurers to assess financial needs and ensure events are within budget
- Assist President with duties as needed.

**Co-Treasurer 2 (2 year commitment):** The Co-Treasurers should be willing to commit to the mission and functions of St. Veronica PTO and meetings, including the Officer and General Membership meetings. The responsibilities for the Co-Treasurers will ensure the separation of the handling of money and the creation of financial reports. The responsibilities will be separated as Treasurer 1 and Treasurer 2.

### **Treasurer 2:**

- Prepare monthly bank statement reconciliation
- Provide explanation for all budget variances
- Prepare a financial statement inclusive of an income statement and balance sheet on a quarterly basis to be reviewed by the PTO Executive Board
- Prepare year-end financial statements for audit by parish Business Manager
- Participate, along with the PTO Officers, in the development of the annual budget for the upcoming year