

## Elected Officers & their Duties

### **a. President**

- Shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, prepare the agenda and represent the organization at meetings outside the organization.
- Will also serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

### **b. Vice-President/Co-President**

- Shall act as an aide to the president
- Performs the duties of the president in his/her absence.
- Prepares a summary for the monthly parent newsletter.

### **c. Secretary**

- Records the minutes of the meetings.
- Takes and keeps a roster of all members and voting members attending each PTO meeting.
- Disperses the minutes to all members.
- Maintain current and past records for five years.

### **d. Treasurer**

- Has custody of all funds of the PTO.
- Keeps full and accurate account of receipts and expenditures.
- Makes disbursements as authorized by the President, Executive Board or School Principal in accordance with the budget adopted by the PTO.
- Presents a proposed budget to the Executive Board for approval.
- Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
- At the end of his/her term, assist the incoming treasurer and president in review of the books.

### **e. Past President**

- Acts as a consultant for the current PTO Board to promote continuity of the organization.

### **f. Teacher Representatives (two) – Appointed by the Principal**

- Shall act as a liaison between the ISRI Staff and the PTO Board and Membership.
- Shall assist the Principal in the presentation of funding requests on behalf of the staff.
- In the absence of the Principal, will present funding requests.
- Shall report PTO activities at staff meetings upon principal's request.

### **g. Principal**

- Act as an advisor and represent the School Governance.
- Present funding requests at meetings for consideration.