

Suggested PTO Leadership Roles

Below are the most typical organization leadership roles: President, Vice President, Secretary, and Treasurer. However, your organization will ultimately decide which various positions to establish and their corresponding roles. For example, you may elect to have several vice presidents that also serve as committee chairpersons. Be sure to include whatever positions you decide on in your organization's bylaws.

President

The president serves as the presiding officer of the PTO and presides over executive board and regular meetings. It is the president's responsibility to be well prepared. The president distributes all materials to the appropriate officer or chairman, may represent the PTO at school events and district wide meetings (such as school committee meetings); and serve as a member of the parent group's executive board. The president may cosign parent group checks if designated in the bylaws or standing rules.

The president directs the affairs of the association in cooperation with the other members of the executive board for a term of office specified in the PTO bylaws. Participation and cooperation secured from officers, chairmen and members will determine the success of the administration.

Time Commitment for this position should be approximately 4 hours/week.

Major Duties

I. As the administrative officer:

- A. Study bylaws information and material secured from predecessor.
- B. Appoint the parliamentarian and the historian, if designated in the bylaws, with the approval of the board.
- C. Be an authorized signer on the bank account.
- D. Distribute materials to appropriate officers and committee chairmen.
- E. Call upon each board member, officer and chairman, to prepare a Plan of Work based on needs of the school and community. The executive board should approve these plans before the first regular association meeting.
- F. Delegate to the vice president(s) certain administrative duties.
- G. Remind the treasurer or Budget and Finance chairman to prepare a budget to be approved by the executive board for presentation to the PTO for adoption.
- H. Serve as ex-officio on all committees, except the Nominating and Audit Committees.
- I. Appoint a member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement.

- J. Create necessary standing and special committees with approval of the board.
- K. Call for required reports at specified times.
- L. Consult with officers and chairmen before each meeting to see that all details of meeting are ready as planned.
- M. Sign all contracts.
- N. Request Legislative Action chairman to keep the membership informed on state and federal legislation concerned with welfare of children and youth.
- O. Keep a procedure book for successor.
- P. Appoint the audit committee subject to the approval of the executive board.

II. As the presiding officer:

- A. Prepare self for job.
 - 1. Familiarize self with the work of the association, PTO bylaws and the materials available.
 - 2. Familiarize self enough with parliamentary law to inform the association on proper procedure.
 - 3. Tolerate the opinions of others, recognizing them as a means of broadening your judgment.
- B. Carry out the will of the association. Leadership is power over problems, not power over people. Make preparations to meet anticipated problems.
- C. Decide all parliamentary questions. The presiding officer may seek the opinion of the parliamentarian on any question of parliamentary procedure.
- D. Refer to self impersonally as “the Chair.”
- E. Establish a quorum at each meeting.
- F. Have an agenda with all business outlined in proper order.
- G. Always stand to call the meeting to order, to put the question to a vote or to give a decision on a point of order.
- H. Do not enter into discussion or make motions. If the president desires to debate, he must vacate the Chair until the question under discussion has been disposed. The president may vote to break a tie or when the voting is by ballot.
- I. Do not “turn the meeting over” to anyone. For example, request the Program chairman to “present” the program.
- J. Always state the method of voting and announce the results of the vote.
- K. Allow every member the opportunity to speak.
- L. Rule out of order a motion to close nominations if it seems that the motion is made to defeat democratic procedures.
- M. Always express appreciation for work well done and for program participation.
- N. Officially greet new members and welcome all members.

Vice President

The vice president, who may be called upon at any time to assume temporarily the place of the president, should make a thorough study of the president's duties and responsibilities and be familiar with the work of the association.

The vice-president is a member of the executive board but may not sign checks unless designated in the bylaws or standing rules.

Time Commitment for this position should be approximately 2 hours/week.

Major Duties

- Present a Plan of Work to the executive board for approval.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Preside at meetings in the absence or inability of the president to serve.
- Act as aide to the president.
- Perform any other duties specified in the bylaws.
- Assume responsibility for administrative details delegated by the president.
- Represent the president upon request.
- Become familiar with the duties of each position taken, as when serving as chairman of a committee.
- Assume the duties of the president in case of a vacancy and fill the position in accordance with the bylaws.
- Pass procedure book to successor.

Secretary

The secretary keeps all records of the organization; take and record meeting minutes; prepare meeting agendas; handle correspondence; and send notices of meetings to the membership. The secretary keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies and brings them to meetings.

Time Commitment for this position should be approximately 2 hours/week.

Major Duties

- Present a Plan of Work to the executive board for approval.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Record all business transacted at each meeting of the association as well as meetings of the executive board. The secretary always sits close to the president and rises to read the minutes. (Minutes of the preceding meeting may be printed and distributed with the words DRAFT across them.)
- Maintain the minutes and record books, as well as copies of the state-approved bylaws and standing rules, a current membership list (in alphabetical order), a listing of all current committees including members' names, a copy of the approved budget and a copy of the agenda. The secretary also maintains other lists, such as items purchased for the school by PTO and a list of assets purchased for the PTO.
- Maintain an attendance record. At executive meetings, take roll call by voice. At regular meetings, take roll by having the members sign in. These procedures establish that a quorum is present for each meeting.
- Give a report of the executive board meeting, its actions and recommendations at each regular meeting. When recommendations are contained in the report, the secretary moves the adoption of each recommendation.
- Contact executive board members and remind them of the executive meetings, usually by telephone, fax, electronic mail or mail.
- Act as corresponding secretary if none is provided for in the bylaws (see Major Duties below). When there are two secretaries, the recording secretary is usually referred to as *the* secretary and the corresponding secretary is referred to by his full title.
- Assist the president in counting a standing vote.
- Vote, make motions, debate and nominate people like any other member.
- Keep copies of all contracts.
- Give successor all minutes, records, reports, procedure book and other pertinent materials (including your phone number).

Treasurer

Receive and disburse the money of the organization; maintain the budget and keep the group's books; write and sign checks; balance and reconcile the checking account; and give the treasurers report at meetings.

Time Commitment for this position should be approximately 3 hours/week.

Major Duties

- Present a Plan of Work to the executive board for approval.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Keep an accurate and detailed account of all monies received and disbursed.
- Keep on permanent file the PTO's Employer Identification Number (EIN) assigned by the IRS and the sales-tax permit assigned by the state comptroller's office if one has been acquired.
- Present a financial report at regular meetings of the association, executive board meetings and when requested by the association or the executive board. This report should include the following:
 - Beginning balance (ending balance from the last report)
 - List of all receipts in detail and total of those receipts.
 - List of all disbursements, itemized and total of those disbursements.
 - Ending balance as of the date of the report.
- Refer this financial report to the Audit Committee, which should report to the association at such time as the bylaws may require.
- Match beginning balance of the treasurer's report with the ending balance from the previous meeting. Therefore, there are different reports for the executive board and the association meetings. All accounts, such as savings accounts, special projects accounts and/or certificate of deposit accounts should be reported in the same manner at all meetings.
- Report each fundraising activity, with the cost for the activity as well as the profit.
- Document all items purchased by the PTO for cost, ownership and liability. Compile and maintain a list of assets owned by the PTO.
- Receive all monies and deposit them in a timely manner in a bank approved by the executive board of the association. This account is in the name of the PTO. Never deposit monies in a personal bank account or in the school account.
- Issue receipts for all monies received.
- Reconcile bank statements monthly upon receipt. The back of the bank statement usually has a printed form that can be used for reconciliation. The bank statements should be opened and checked by a non-signer on

- the account, who was appointed by the president and approved by the executive board, and then given to the treasurer to reconcile.
- Make disbursements as authorized by the association in accordance with the budget adopted by the association. All bills must be paid by check, never cash. Checks cannot be written unless sufficient funds remain in the budget category to cover the expenditure. If not, a budget amendment must be passed by the general membership prior to issuing the check.
 - Make a preliminary annual report to the membership at the annual meeting.
 - Finalize the report at the end of the fiscal year and give it to the Audit Committee along with the other records for audit.
 - At the first meeting of the new school year:
 - present the finalized annual report;
 - present audit report; and
 - file both reports after formal adoption by the association.
 - Maintain (for manual accounting systems) a ledger sheet for each budgeted category showing an opening balance, a credit column, a debit column and a current balance column. Each transaction should be recorded showing date, check number, payee and amount. The balance should be recorded after each transaction.
 - File (as the outgoing treasurer) the 501 (c)(3) in a timely manner. If authorized in the budget, a professional may be retained to prepare the 501 (c)(3) for the association.
 - Leave a detailed report of all fundraisers conducted from January 1 to the end of the fiscal year listing all sales, taxable sales and tax collected in order for the incoming treasurer to knowledgeably complete the sales tax return for the calendar year the following January.
 - May chair the Budget and Finance Committee
 - Pass procedure book to successor.