

President

- Develop agenda for monthly Executive Board/PTO meetings.
- Run monthly Executive Board/PTO meetings.
- Ensure all Committee Chairperson positions are filled.
- Oversee all PTO events and assist as needed.

Vice President - Fundraising

- Attend monthly Executive Board/PTO meetings.
- Oversee (not run) Fundraising events (scheduling, point person for Committee Chairs, advertising for events)
- Sign in attendees at the side entrance door
- Run the PTO meeting if the President is absent.

Vice President - Communications

- Attend monthly Executive Board/PTO meetings.
- Create weekly blasts and send to Parents through MailChimp.
- Update website content on a regular basis.
- Post daily announcements and other pertinent information on Facebook.
- Answer emails sent to PTO Gmail account.
- Advertise for open positions or upcoming events via email, Facebook or Website.

Secretary

- Attend monthly Executive Board/PTO meetings
- Record minutes at PTO meeting, type and send to the VP/Communications to post on PTO website.
- Record PTO registration through Mailchimp.