

## **PTO Executive Committee Position Descriptions**

### **President**

- Preside at and administer all regular and special PTO meetings.
- Serve as an ex-officio member of all PTO committees.
- Prepare the PTO annual budget with the PTO Treasurer.
- Form all committees, with the assistance of the Vice-President.
- Coordinate with HFCS and Parish leadership.

### **Vice-President**

- In the absence or incapacity of the President, assume the duties of the President.
- Perform additional duties designated by the President.
- Assist the President in the formation of all committees and serve as an ex-officio member, attending meetings when necessary.
- Assure that committees meet their goals and report their results and recommendations to the PTO.

### **Secretary**

- Prepare the agenda for general PTO meetings.
- Record and make available the minutes of all general PTO meetings and Executive Committee meetings.
- Maintain official records and documents of the PTO.
- Maintain and update PTO Bylaws in coordination with PTO Executive Committee.
- Publicize meetings and functions in the newsletters of HFCS and Parish.
- Perform additional duties designated by the President.

### **Treasurer**

- Collect, record, and deposit all monies generated through fundraising and direct donations with the school's business manager.
- Maintain accurate financial records of all receipts and expenditures.
- Review and recommend payment of bills to the PTO President.
- Present a current financial statement at general PTO meetings and to the Executive Committee in advance.
- Perform additional duties designated by the PTO President.

### **Past-PTO President**

- Serve in an advisory capacity to ensure continuity and provide mentorship.
- Attend Executive Committee meetings and general PTO meetings as requested.
- Perform additional duties as requested by the PTO President.