PTO President Job Description

Characteristics:

* Desire to serve the PTO, the school, and ultimately the students
* Understanding of the organization’s mission
* Willingness to delegate tasks
* Good listening skills
* Effective communication skills

Responsibilities:

* Preside at general PTO meetings and board meetings
* Serve as the primary contact to the principal and represent the PTO at meetings of other groups, if needed
* Serve as contact point for committees and events
* Retain monthly minutes, ­agendas and budget worksheets of the PTO
* Oversee fundraising selection, planning, and evaluation
* Help monitor PTO email account along with Corresponding Secretary
* Collaborate with Corresponding Secretary to create and send out emails through Groupvine.com
* Work with Corresponding Secretary to update Facebook page

Typical Monthly Tasks:

* Schedule, prepare for and lead board meeting(s)
* Schedule, prepare for and lead monthly PTO meetings
* Review the treasurer’s report
* Have regular check-in meetings with the principal
* Thank volunteers for their efforts

Typical Annual Tasks:

* Finalize the activities calendar with the principal
* Set the schedule of monthly PTO and board meetings for the year
* Determine which officer and committee chair positions might need to be filled next year, and reach out for volunteers