

PTO Executive Board Job Descriptions

A. President -

1. Preside at all Executive Board and General EIHS PTO meetings. In the event of a tie, cast a deciding vote.
2. Prepare the agenda for all Executive Board and General EIHS PTO meetings.
3. Supervise the execution of all EIHS PTO projects and programs.
4. Serve as liaison with the EIHS Principal and Administrative personnel.
5. Have signatory authority on checks.
6. Represent the EIHS PTO for any EIHS functions, in the community and with the media.
7. Work closely with the President-Elect in preparation for assuming responsibilities of the President.
8. Appoint Executive Board or Committee Chairs, if no EIHS PTO member puts their name in for nomination to that position in the election.
9. Appoint Budget Review Committee members and special committees as needed.

B. President-Elect -

1. Serve as President the following year and temporarily assume the duties of the President, if necessary, in their absence, resignation, or inability to service.
2. Study the duties of the President and become familiar with the duties of the EIHS PTO Executive Board and Committee Chairs.
3. Act as aide to the President.
4. Serve on the Nominating and Financial Review Committees.

C. Treasurer -

1. Prepare annual EIHS PTO budget with input from the EIHS PTO Executive Board.
2. Act as custodian of funds and perform all banking activities of the EIHS PTO and School Clubs, including, but not limited to: donations, dues, fundraising sales, and grants.
3. Maintain up-to-date financial records for the EIHS PTO and School Clubs.

4. Provide year-to-date financials at each EIHS PTO Executive Board and General EIHS PTO meeting, and at other times upon request of the EIHS PTO Executive Board.
5. Complete all financial updates by the close of the fiscal year and provide a full year-end report.
6. Oversee and implement the preparation, filings and payment of any and all local, state and federal financial forms and/or taxes.

D. Secretary -

1. Give notice, using at least two methods, to all members of the EIHS PTO Executive Board and General EIHS PTO of upcoming meetings.
2. Keep an accurate attendance record of all meetings of the EIHS PTO Executive Board and the General EIHS PTO meetings.
3. Prepare and distribute meeting minutes for all EIHS PTO meetings.
4. Attend to the official correspondence of the EIHS PTO, including, but not limited to gestures of appreciation and sympathy.

E. Parliamentarian -

1. Assist the presiding officer in maintaining order in all EIHS PTO meetings.
2. Rule on any point of parliamentary procedure.
3. Serve as Chair and appoint a special committee to amend Bylaws, as needed.
4. Coordinate the approval of all Bylaw revisions by Executive Board and general EIHS PTO.

PTO Committee Chair Job Descriptions

A. Car Pool Coordinator -

B. Deposit Coordinator –

1. Check safe and PTO box weekly (the day after Chick-fil-A sales) for deposits. These deposits forms are filled out by the volunteer responsible for the event deposit.
2. Recount money to verify deposit amount and then fills out the deposit slip for the corresponding deposit bank account.
3. Take the deposit to the bank and gives the Treasurer the deposit receipt from the bank along with the original deposit forms.

4. Deposit Coordinator reports directly to the Treasurer.

C. Chair of Fundraising -

1. Oversee the lunchtime food sales Fundraising Committee.
2. Oversee other fundraising activities, such as EIHS PTO Auction, etc.

D. Chair of Hospitality -

1. Coordinate and provide volunteers to serve refreshments at EIHS PTO functions
2. Coordinate and organize appreciation events and items for the EIHS administrators, staff, and teachers.

E. Chair of Marketing/Communication -

1. Create and maintain the EIHS PTO website.
2. Publicize EIHS PTO events and meetings through various website functions.
3. Coordinate with Administration to publicize EIHS PTO events and meetings through school E-News, parent call outs and other appropriate parent outreach methods.
4. Attend various school events to promote EIHS PTO.

F. Chair of Membership -

1. Conduct EIHS PTO membership drive and maintain the membership database.
2. Coordinate with Chair of Marketing to recognize current members.
3. Generate tax donation receipt letters and maintain a record thereof.
4. Contact past EIHS PTO members to renew their membership, encourage increase in current EIHS PTO membership level.
5. Organize EIHS PTO member appreciation event.

G. Chair of Spirit Store -

1. Manage and track uniform inventory, including purchasing of new stock with EIHS PTO Executive Board officers approval.
2. Supervise Spirit Store Committee members to ensure all orders are delivered in a timely manner and arrange for uniform and spirit items sales at various school events.

H. Chair of Volunteers -

1. Recruit and communicate with Cohort Parents and Administration to ensure volunteer needs are being communicated and met in a timely manner.
2. Coordinate EIHS PTO support for New Student "Signing Day", EIHS class Orientations and EIHS Open Houses, etc.

Each **Executive Board** officer and **Committee Chair** will maintain a summary of their actions and budget-related items during the year and deliver that information to their successor no later than ten days following the last day of the school year.