**Fort Braden School**

**Parent-Teacher Organization (PTO)**

**Officers and Duties**

**Section 1 – President Duties**

1. Preside at all meetings.
2. Present any new business.
3. Be the official spokesperson for the organization
4. Act as the custodian of all records for the organization.
5. Recruit committee chairpersons.
6. Create and publish the annual PTO calendar prior to the first PTO meeting of the school year.
7. Deliver all records in his/her possession to the successor in office by the fiscal year end.
8. Submit a written report detailing responsibilities and recommendations to the future board by fiscal year end.

**Section 2 – Vice President Duties**

1. Aid the President.
2. Perform the duties of the President in the event of their absence or inability to serve.
3. Act as the liaison between the committee and project chairs with the Executive Board.
4. Deliver all records in his/her possession to the successor in office by the fiscal year end.
5. Submit a written report detailing responsibilities and recommendations to the future board by fiscal year end.

**Section 3 – Secretary Duties**

1. Prepare the agenda for the General Membership meetings, with the assistance of the President.
2. Prepare any materials needed for distribution or reference at General Membership meetings.
3. Take minutes at Executive Board and General Membership meetings.
4. Finalize minutes, obtain necessary approvals, and post minutes to the school’s PTO website in a timely manner.
5. Keep files belonging to the organization, including communications, papers, and documents.
6. Deliver all records in his/her possession to the successor in office by the fiscal year end.
7. Submit a written report detailing responsibilities and recommendations to the future board by fiscal year end.

**Section 4 – Treasurer Duties**

* 1. Act as the custodian for all organization funds and disperse funds on behalf of the PTO.
	2. Give written monthly financial reports for approval at General Membership meetings.
	3. Provide a monthly cash-flow report at Executive Board meetings.
	4. Prepare a year-end financial report by fiscal year end.
	5. Deliver all records in his/her possession to the successor in office by the fiscal year end.
	6. Submit a written report detailing responsibilities and recommendations to the future board by fiscal year end.