

South Arbor PTO Board Positions

President: The President will direct the affairs of the PTO in cooperation with the other officers of the PTO Board. The President shall schedule monthly PTO meetings, create the monthly PTO agenda in conjunction with the Secretary, facilitate monthly PTO meetings and act on behalf of the PTO in urgent matters arising between meetings. The President shall preside over all meetings of the PTO and serve as the primary contact for the Principal while representing the PTO at meetings outside of the organization. The President shall be familiar with all the by-laws and oversee compliance with them. The President shall coordinate the work of all PTO Board officers and Committees so that the purpose of the organization is served. The President will have check writing and withdrawal authority for the PTO bank account and will work in conjunction with the Vice President to make sure funds are disbursed in an accurate and timely manner. (Effort: year-round commitment, time varies depending upon roles but typically 3-5 hrs. per week and attending 2 meetings per month)

Vice President: The Vice-President should act as an aide to the President; make a thorough study of the President's duties and responsibilities, and be prepared to perform the duties of the President in the absence or inability of that officer to serve. The Vice President should assist the President in all of the endeavors regarding the PTO and its Board, and be very familiar with the work of the organization. The Vice-President will oversee, coordinate and schedule child-care for all PTO meetings (if child-care is being offered). The Vice President will have check writing and withdrawal authority for the PTO bank account and will work in conjunction with the President to make sure funds are disbursed in an accurate and timely manner.

Treasurer: The Treasurer shall be responsible for maintaining a full and accurate account of receipts and expenditures. The Treasurer shall maintain present a financial statement at every PTO meeting and at other times when requested by the PTO Board or Executive Committee, and shall make a full report at the Annual End-Of-Year Meeting. The Treasurer shall also prepare a proposed budget near the end of the fiscal year, to be modified by the Board and voted on by the membership. The Treasurer must keep a book of records, which will be audited following the May elections and prior to the assumption of duties by the incoming PTO Board officers. (Effort: year-round commitment, typically 3-5 hrs. per week and attending 2 meetings per month)

Secretary: The Secretary is responsible for keeping accurate records of all of the proceedings of the PTO, take and record minutes and provide copies of the minutes to each Board Member within one (1) week following each PTO meeting. The Secretary is also expected to prepare the agenda of PTO meetings in conjunction with the President, handle all correspondence (including overseeing the website and newsletters), send notices of meetings to the officers and members of the PTO, keep a current copy of the bylaws, rules, procedures, current membership list and any other necessary documents, and bring all aforementioned documents to every PTO Board and general PTO meeting.

Parent Representative

The Parent Representative must be a fair and impartial member of the PTO and NOT a paid faculty member of South Arbor Academy who subscribes to the objectives and basic policies of the PTO and its bylaws and is present at all PTO meetings to represent the voice of the parents and PTO Board. The Parent Representative may need to call and oversee meetings among PTO members to better serve the PTO organization as a whole, and shall act as the publicity coordinator by maintaining the on-going process of increasing awareness of the PTO and membership growth by attending various school events throughout the year. (Effort: year-round commitment, time varies depending upon roles but typically 1-2 hrs. per week and attending 2 meetings per month)