

CHINA ELEMENTARY PTO
DUTIES OF ELECTED OFFICERS

President

The president shall preside at all meetings of the organization and of the executive board; Shall perform such other duties as may be prescribed in the by-laws or assigned to him/her by the organization or by the executive board; and shall coordinate the work of the officers and committee of the organization in order that the objectives may be promoted.

(Hospitality, Publicity, Yearbook, Auction, Chinaberry Festival)

Vice-President

The vice-president shall act as an aide to the president and shall perform the duties of president in the absence or disability of that officer to act. The vice-president shall also act as the purchasing committee chairperson and as the program chairperson.

(Gumbo, Holiday Fair, School Supply, Purchasing)

Secretary

The secretary shall record the minutes of all meetings of the organization and of the executive board; shall send all meeting notices; shall execute all PTO correspondence; shall provide copies of the minutes from the previous meeting; act as the chairperson of the scholarship committee and shall perform such other duties as may be delegated to that office.

(Scholarship, Marquee, Newsletter)

Treasurer

The treasurer shall have custody of all funds of the organization; shall keep a full and accurate account of receipts and expenditures, and in accordance with the budget adopted by the organization, shall make all disbursements as authorized by the president or the executive board. IRS tax forms. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive board, and shall make a full report at the meeting at which new officers officially assume their duties.

(Catalog Sales, T-shirt Sales, Membership)

Parliamentarian

The parliamentarian shall be responsible for making sure that meetings are conducted in accordance with parliamentary procedure.

(Christmas Tree, Soup Labels)