

PTO President

Bylaws

The PTO Bylaws include these provisions relating to the duties of the President:

Article VII, Section 1

The *president* shall:

- a. Preside at all meetings of Central PTO, the Executive Board, and the Executive Committee;
- b. Be a member ex-officio of all committees except the Nominating Committee and, if authorized to sign checks, the Audit Committee;
- c. Sign all legal documents, including contracts;
- d. Appoint committee chairs;
- b. Be responsible for other duties as may be assigned him/her by the Central PTO, the Executive Board, or the Executive Committee;
- c. Delegate the work of Central PTO to other officers or chairmen as may be appropriate;
- d. Coordinate the work of the officers and committees in order that the Objects may be promoted;
- e. Appoint members to special committees.

Article XI, Section 6

- a. The Budget Committee shall consist of *the president*, the treasurer, the second vice president, *the immediate past president*, the immediate past treasurer, and two (2) members appointed by the president. The Budget Committee shall meet during the summer to formulate a budget for presentation to the membership at the September meeting. A majority of the members shall be required to conduct business.
- b. The Philanthropy Committee shall consist of the *incoming president*, *the immediate past president*, the incoming treasurer, the immediate past treasurer, the second vice president, the third vice president, and two members appointed by the president. The third vice president shall serve as chairperson. The Philanthropy Committee shall meet in May to determine which philanthropic projects will be funded and in what amount. A majority of the members shall be required to conduct business. The Philanthropy Committee shall make recommendations for the expenditure of funds not obligated at the end of the fiscal year

excluding a \$600 carryover. The Philanthropy Committee will present its recommendations to the membership at the May or June meeting.

Article XI, Section 7

The *president* shall be a member ex-officio of all standing committees except the Nominating Committee and, if the president is authorized to sign checks and if an auditing committee is used, the Audit Committee.

Standing Rules

The Standing Rules have these provisions relating to the President:

VI. The *President* may approve the expenditure of up to \$60 without the approval of the general membership.

X. PTO Supplies

All PTO supplies are to be stored at Central School in a place designated by the Principal. Items owned by PTO, such as tablecloths, may be loaned to other organizations at the discretion of the PTO *president*.

Other Recurring Duties

Other responsibilities that happen on a regular basis are:

Weekly

Check and sort the mail in the PTO mailbox. Forward bills and invoices to the Treasurer by placing them in the Treasurer's folder in the mailbox. Contact the Treasurer if a backlog of unpaid bills seems to be accumulating in the folder. Forward other mail to the appropriate person. (This job could be delegated to the Corresponding Secretary.)

Monthly

Parent Leadership Meetings - Meet with the Superintendent and the other District 96 PTA Presidents at monthly "PLT" meetings. The meetings are usually held once a month on a Monday at 8:45. The first meeting of the year may be an August lunch meeting. If the President is not able to attend, another officer should attend in the President's place. Sue Moorehead, the board and superintendent's secretary, will forward an agenda prior to the meeting.

PTO Meeting Agendas – At least a week before the scheduled PTO meeting, send an e-mail to the Executive Committee members and Committee Chairs asking for suggestions for the PTO agenda. Send an invitation/reminder to Dr. Lamberson and Dr. Limperis and ask if they have any specific items to be discussed at the meeting. Prepare a draft agenda and send it to

the officers, chairs, and Drs. Lamberson & Limperis in advance of the meeting. When the agenda is final, make copies (40) for the meeting.

Newsletter – The Central newsletter, which is sent home in student backpacks, is published no more than once a month. The newsletter contains a letter from the Principal as well as news items from the PTO. (About 2/3 of the content is provided by the PTO.) The Principal will contact the President about a week in advance and ask for your submissions. The President should immediately ask the officers and committee chairs to forward articles to be included in the newsletter. The President may include a “From the PTO President” section. Refer to the Newsletter file for examples of past newsletters. Newsletters from the 2007-2008 school year are also posted on the www.centralptonews.org.

Hospitality – Prior to each PTO meeting, contact the Hospitality Chair (Corresponding Secretary) and find out who is “hosting” the meeting. You may want to include a thank you to the hosts on the agenda. Each PTO “hosts” a Board of Education meeting (provides beverages, light dinner/snacks and/or desserts). Central hosts one of the meetings held at Hauser. Check calendar and confirm date with Hauser PTA President

Child Care – the Hospitality Chair (Corresponding Secretary) is responsible for finding a babysitter for the meetings. Be sure the Secretary is aware of this responsibility. If the Treasurer is not available, be sure to have a check ready to pay the babysitter.

Check School Calendar – Check the District Calendar a month in advance. Contact the chairs of events for the following month and see if they need assistance. Ask the chair to provide items publicizing the event for the website. Remind them that flyers are only distributed through backpacks on Wednesdays, and they must be approved by the PTO President, then the Principal and then given to the school secretary by Tuesday morning (11am).

Thanks to Volunteers – Thank the volunteers who have completed events recently—e-mail, regular mail, in the newsletter, and/or during the PTO meetings.

Other Duties

General Suggestions

- Create e-mail distribution lists for: Executive Committee, Committee Chairs, Lead Room Parents, All Room parents
- Store phone numbers for Executive Committee on cell phone (Committee Chairs are optional)
- Keep a school directory in your car