

PTO President List of Responsibilities

The President shall be the principal executive officer of the PTO and shall, in general, manage and oversee all of the activities of the PTO so as to uphold the Bylaws and purpose of the PTO. The President shall preside over both the PTO board and general meetings.

- Serve as the primary contact for school administrators and teachers.
- Work directly with the school administrators to determine school operational needs for additional support.
- Develop the PTO calendar with the assistance of the PTO board.
- Determine the annual operating budget including with the help of the PTO board.
- With the assistance of the Secretary, set the agenda for each meeting.
- Be the spokesperson for the PTO at PTO sponsored events, and represent the PTO at meetings outside of the PTO.
- Provide guidance and direction to PTO chairpersons and committees.
- Regularly review the budget and income (profit)/expenses in partnership with the Treasurer.
- Update PTO board with upcoming events, potential issues and/or changes.
- Delegate tasks, as necessary, to other PTO board or committee members.
- Appoint special committees as needed.
- Approval all printed materials for school distribution under the PTO.
- Preside over the annual transition of power to newly elected officers of the PTO by overseeing the collection of committee files for review prior to their storage with other PTO information and the distribution of copies of relevant files to newly elected and appointed officers and committee chairpersons.
- Perform such other duties as may be prescribed in these Bylaws or assigned by the PTO.