



2017/2018 PTO Board Position Information

<p>President – Oversees & supports all aspects of the PTO, runs meetings & breaks ties in voting. Liaison with administration & board. Prepares budget with HS, MS VPs & Treasurer (adjusts as necessary during the year). Plans yearly event calendar with administration.</p>	<p>6th Grade Parent Coordinators – Liaison between class advisor, parents, board and staff. Host 6th & 7th Grade picnic.</p> <p>Voted in at September meeting</p>
<p>HS Vice President – Acts as president in their absence, supports all high school parent coordinators & after prom. Liaison with administration & board. Assists with yearly budget and HS event planning.</p>	<p>7th Grade Parent Coordinators – Liaison between class advisor, parents, board and staff. Host 2 MS Dances (1 fall, 1 winter).</p>
<p>MS Vice President – Provides support for all middle school parent coordinators, assists with MS Dances, 8th Grade Formal and 6th & 7th grade picnic. Assists with yearly budget. Liaison with administration and board.</p>	<p>8th Grade Parent Coordinators - Liaison between class advisor, parents, board and staff. Host 8th Grade Formal in spring.</p>
<p>Treasurer – Maintains budget and all receipts monthly to an auditable standard. Ensures board is staying within budget and provides written monthly updates at meetings. Assists with yearly budget planning. Maintains control of credit card machine. Files taxes and keeps 501(c)3.</p>	<p>9th Grade Parent Coordinators - Liaison between class advisor, parents, board and staff.</p> <p>Voted in at September meeting</p>
<p>Secretary – Takes meeting minutes and provides copies after each monthly meeting.</p>	<p>10th Grade Parent Coordinators - Liaison between class advisor, parents, board and staff. Assist with Winter Ball in February.</p>
<p>Corresponding Secretary – Delivers PTO and/or school information via email and social media (information provided by board, staff or clubs).</p>	<p>11th Grade Parent Coordinators - Liaison between class advisor, parents, board and staff. Assist with planning & hosting After Prom Event in spring.</p>
<p>Parliamentarian – Keeps the meeting running smoothly in a timely fashion. Maintains compliance with by-laws.</p>	<p>12th Grade Parent Coordinators - Liaison between class advisor, parents, board and staff. Assist with Homecoming. Host After Prom Event in spring.</p>