

## Description of PTO Positions

**President:** leads the PTO towards the specific goals chosen by our members. Some duties include: preside over monthly executive and association meetings, review and re-write bylaws, appoint the Parliamentarian, insure preparation of annual reports, be a member ex-officio of all committees. The President of the PTO needs to have served in a position previously on the HSA GP PTO.

**Vice President:** Acts as an aide to the president and performs the duties in their absence or disability. The Vice President should be considered a “president-in-training”

**Past President:** assists the PTO and, more specifically, the President in achieving the goals chosen by the members by providing continuity and clarification as issues arise.

**Treasurer:** Receives all money and provides receipts. Keeps accurate records and permanent books of all PTO finances. Keeps the organization informed of expenditures. Provides a statement of accounts at every executive and association meeting.

**Recording Secretary:** Keeps accurate recordings of executive and association meetings and provides minutes of previous meetings.

**Correspondence Secretary:** Writes newsletter entry, helps create and distribute flyers and monthly PTO meeting reminders.

### Positions that are elected but are important for the PTO

**Auditor:** Prepares a midterm and final audit of the books and financial records. Presents written reports to the executive board and association. Audits books upon resignation of the treasurer and at any time deemed necessary. May not be related by blood or marriage to the treasurer and/or authorized signers of checks.

**Historian:** acts as custodian of records of the activities, achievements and volunteer ours of the association.

**Parliamentarian:** appointed by President and helps insure that procedures are followed

**Fundraiser coordinator** - Organizes all ongoing fund-raising programs

**Membership/Volunteer coordinator:** Organizes the Fall PTO membership drive, plans fall membership event, keeps an account of members and continually invites individuals to join and become involved in the PTO. Assists in Staffing events.

**Box Tops Coordinator:** collects and submits box tops for redemption

**Homeroom Parent Coordinator:** Coordinates and oversees the room parents for K-4. Each Class should have at least one room parent.

# PTO ELECTIONS

**HSA GP PTO needs you!**

**Please fill out the following to nominate a parent or yourself for a position. Many hands make light work so the more the better.**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**If you are interested and want to know more you may email Karen at [hsaptopres@gmail.com](mailto:hsaptopres@gmail.com) or come to Pickles and popcorn between 2:15 and 4:00 pm on Fridays for more info.**

**Please complete and drop into the PTO box by the office window.**

**TEACHERS, NOW IS THE TIME TO NOMINATE SOMEONE YOU THINK WOULD BE GREAT FOR PTO.**