

PTO President Job Description

Characteristics:

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Willingness to delegate tasks
- Good listening skills
- Effective communication skills

Responsibilities:

- Preside at general PTO meetings and executive board meetings
- Serve as the primary contact to the principal, vice principals and superintendent and represent the PTO at meetings of other groups, if needed
- Serve as an ex-officio member of all committees
- Enforce by-laws
- Oversee bank accounts (along with treasurer)
- Ensure non-profit status and laws are followed (taxes, proper exemption guidelines)
- Enforce school and building rules and policies
- Ensure website is maintained
- Primary contact for outside companies and vendors, including but not limited to Spirit Wear, Amazon, BJs, School Photographer, etc.

Typical Monthly Tasks:

- Prepare for and lead executive board meetings
- Prepare for and lead PTO meetings
- Review the treasurer's report
- Have regular check-in meetings with the principal
- Thank volunteers for their efforts

Typical Annual Tasks:

- Finalize the activities calendar with the principal
- Set the schedule of monthly executive board meetings for the year
- Hold a committee chair orientation
- Update the signature cards at your PTO's bank

Training and Resources:

- One-on-one with outgoing president
- PTO Today's Leader's Toolkit
- Articles about president topics
- Past files and examples
- Computer files