

## **ARTICLE 9: DUTIES OF OFFICERS**

1. The President shall be responsible for:

- presiding over general meetings, Board meetings, and Executive Board meetings
- setting the agenda for meetings and forwarding it to the Board 48 hours in advance of said meetings
- serving as liaison with the principal
- voting on PTO matters in the case of a tie
- having signature authority on checks
- appointing the chairperson of the Nominating Committee
- making every effort to foster a sense of community within the PTO
- encouraging teamwork
- providing guidance and assistance to officers and directors to ensure each fulfills his or her obligations as set by the Bylaws and the Executive Board
- presenting an annual report of the PTO's growth and programs to the membership

2. The Vice-President of Communication shall be responsible for:

- performing all the duties of the President in the President's absence
- directing the work of the Membership Committee in executing the annual Membership drive and generating the membership directory
- directing the work of the Directory Committee in producing the student school directory
- directing the efforts of the Publicity Committee in submitting articles and photographs of interest to area newspapers and media
- directing the efforts of the PTO Volunteer Coordinator (PVC)
- directing the work of the Orientation Committee in coordinating all aspects of the PTO presence at new student orientation events
- providing coverage for meetings of the HISD School Board for parent representatives
- coordinating efforts with other school support groups, e.g., Student Council, Honor Society, etc.
- communicating information to the PTO's membership as necessary

3. The Vice-President of Activities shall be responsible for:

- planning and implementing strategies for encouraging membership to attain a goal of 100% parent and teacher participation, focusing on student orientation and Open House events
- generating the yearly calendar of PTO activities voted on by the Executive Board
- managing the Fall Event Committee
- directing the work of the Eight Grade Activities Committee
- directing the efforts of the Hospitality Committee in scheduling personnel for hospitality at school events
- directing the efforts of the Staff Appreciation Committee in coordinating teacher and staff appreciation activities and gifts
- directing the Beautification Committee
- directing the Open House Committee in coordinating all aspects of the PTO presence at school Open House events

4. The Vice-President of Development shall be responsible for:

- directing the work of the Fundraising Committee including special fundraising events, conducted by the Knowledge Tree, box tops, grocery store donations, and pizza sales committees
- directing the work of the Spring Event Committee
- directing the work of the School Store Committee
- directing the work of the Prospective Students/Magnet Week Committee in planning and implementing the activities of Magnet Week with the Principal
- developing partners in the community and area businesses and nurturing those relationships to the benefit of the PTO and the school

5. The Secretary shall be responsible for:

- keeping an accurate record of all meetings of the PTO, the Board and the Executive board, including attendance records
- keeping a roster of Board members and a copy of the Bylaws and amendments
- handling all correspondence pertaining to the PTO
- distributing minutes to all Board members on or before each general meeting, and to other members upon request
- reminding Board members of Board meetings and special meetings at least seven (7) days prior to meeting date
- preparing all forms and ballots for use of the PTO

6. The Treasurer shall be responsible for:

- receiving all monies of the PTO
- helping to prepare the annual budget
- keeping a full and accurate record of receipts and expenditures
- renewing and submitting annual premium for Directors and Officers insurance policy
- paying out funds as authorized by the Executive Board
- presenting a statement of account at every meeting of the PTO, provided it has been at least four weeks since the last general meeting, and at other times when requested by the Executive Board
- preparing an annual report for the Board by two weeks prior to the final Board meeting in June

7. The Historian shall be responsible for:

- collecting and preserve a record of the activities and achievements of the PTO
- making historical facts available on request
- maintaining and updating an alumni database
- keeping record of all PTO documents including, but not limited to, previous minutes, insurance policies, corporation papers, etc. Note: insurance policy and corporation papers are kept in the Treasurer's files.
- maintaining storage and organization of documents and records in the Parent Room at Pin Oak Middle School

8. The Parliamentarian shall be responsible for:

- assisting the presiding officer in maintaining order in all meetings
- ruling on any point of parliamentary procedure when called upon to do so

- serving as chair of any bylaws revisions committee
- assuring that all parts of the Bylaws of the PTO are upheld and are revised as necessary