

**President:**

1. Will preside at all meetings of the organization and the Board
2. Set up agenda with the Principal, distribute and post the agenda one week prior to regular
3. scheduled meetings
4. Will appoint special committees as needed
5. Will be an ex-officio member on all committees and receive notice of all meetings
6. Will see that the organization adheres to these by-laws.
7. Will see that the organization adheres to the adopted budget and ensure that all records are
8. current and updated for the organization.
9. Will perform other duties as determined necessary by the Organization

**Vice President:**

1. Will assist the President in all meetings, activities, committees and tasks
2. Will preside in the absence of the President
3. Will perform other tasks that the President may direct

**Secretary:**

1. Will provide copies of the minutes to the members and Board within two weeks of a meeting
2. Will keep all records of the Organization, including copies of the minutes for all meetings,
3. By laws, current directory, and bring them to meetings
4. Will be responsible for all communications to appropriate persons and/or organizations as
5. directed by the president

**Treasurer:**

1. Will maintain the bank account of the Parent Teacher Organization
2. Will keep accurate record of income and expenditures and pay out funds with the approval of
3. the Principal
4. Will present financial reports at all general and Board meetings
5. Will provide financial reports required by the Business Manager and the Diocese of Charleston

**Social Coordinator:**

1. Will coordinate Parent-teacher-student events and other social events as needed
2. Will coordinate refreshments for teacher appreciation luncheons, open houses and other events
3. as needed
4. Will provide Principal with a list of all volunteers from social events on a quarterly basis

**Fundraising/Volunteer Coordinator:**

1. Will coordinate all fundraising activities
2. Will track volunteer participation in fundraising activities and provide a list to the Principal on
3. a quarterly basis.
4. Will provide chairpersons of committees with the names of those who volunteer to serve on
5. their committees

**Community Outreach Liaison:**

1. Will communicate information to the community regarding all PTO sponsored events
2. Will work directly with Spanish speaking families to help them more fully participate in events
3. Partners with School Information Liaison
4. Will act as translator at PTO meetings and events
  - a. Must be fluent in English and Spanish

**School Information Liaison:**

1. Handles a range of responsibilities that may include web design, content maintenance, and various updates and materials
2. Help increase visibility within the school community
3. Communicate PTO events and needs to school community
4. Partners with Community Outreach Liaison