

## **Board Positions**

### **President**

- Preside at all meetings of the PTO, be a Member ex-officio of all committees, except the nominating committee.
- See to it that all decisions of the PTO are carried out.
- Be responsible for submitting for approval the annual budget.
- Perform all other duties as may be prescribed in the by-laws or assigned.

### **Vice President**

- Preside at all PTO meetings in absence of the President.
- Decide, assist and advise the President, Board and membership on proper parliamentary procedure.
- Act as a historian of the organization.
- Act as keeper of all past records.

### **Secretary**

- Keep accurate minutes of all meetings of the PTO and executive Board.
- Keep attendance records of all PTO meetings.
- Take care of all correspondence.
- Preside at all meetings in absence of the President and Vice President
- Publish the bi-weekly Inner-Connector newsletter.

### **Treasurer**

- Collect and be responsible for the collection of all money and be accountable for the same, issuing receipt of payment.
- Submit purchase orders for disbursement of funds.
- Maintain a complete set of records and prepare a financial report for each meeting stating all income and expenditures and any outstanding obligations.
- A copy of this report will be kept on file.

### **Committee Chairperson**

- Accept volunteers to serve on committee, call committee meetings.
- Make progress reports at PTO meetings.