**DUTIES OF THE OFFICERS OF THE PTO BOARD**

**General Duties of all PTO Board Officers:**

All PTO Board Officers have their own direct responsibilities, but they work together as whole to represent the membership. Board officers may offer their opinions or the opinions of other members outside the Board as they feel may affect PTO and the decisions it makes in conducting its business. Board Officers shall communicate suggestions to improve the efficiency of the PTO Board and/or the Duffy Community and are duty bound to take action for any issue as it relates to the PTO Board and the Duffy Community. All Board Officers should engage and assist the other Board Officers when needed. The Board positions should not work in isolation and contribution across all Board Officers is encouraged and greatly valued.

**President:**

The President presides at all meetings, both the Executive Board and the General PTO,

and coordinates the work of the officers and committees of the organization. The President, First Vice President and the Treasurer will prepare a budget prior to the start of each school year. The budget process starts in June of the preceding school year and must be completed prior to the first PTO Board meeting in September. The President also drafts the letter to the Duffy Community that is published in the monthly Duffy Dateline that outlines various PTO activities and messages to the membership for each month. The President will serve on the Board as the PTO Council/Past Sitting President the year following their presidency.

**First Vice President:**

The Vice President shall act as aide to the President. The First Vice President performs the duties of the President in that person’s absence, and shall also be responsible for speakers for the general PTO meetings and notifying membership of said meetings. The First Vice President will be in charge of forming a Bylaws Revision Committee in the event that it becomes necessary. The individual serving as First Vice President for any given year shall ordinarily be expected to be placed in nomination as President for the following year.

**Treasurer:**

The Treasurer shall have custody of all the funds of the organization and shall keep a full and accurate account of the receipts and expenditures. The Treasurer shall make disbursements as may be ordered by the President or First Vice President. She or he will be responsible for the maintenance of such books of account and record. The Treasurer assists the President and First Vice President with creating the budget for each school year. The Treasurer shall also present a statement of account at every business meeting of the PTO and at any other time requested by the Executive Board. The Treasurer will handle the disbursement of funds according to the procedures outlined in the By Laws. The Duffy PTO accounts are currently tracked through the Quick Books program.

**Recording Secretary:**

The Recording Secretary shall record, maintain and make available the minutes of all meetings of this organization and of the Executive Board, and shall perform other duties as may be delegated to him or her. The Recording Secretary will circulate a draft version of all board meeting minutes to the entire board for approval. Upon approval of each month’s meeting minutes, the Recording Secretary shall post all current board meeting minutes on the PTO website and the PTO bulletin board in the school lobby.

**Corresponding Secretary:**

The Corresponding Secretary shall carry on the correspondence of the organization as delegated to her or him and any other such duties as delegated by the President of the Executive Board. The Corresponding Secretary maintains all membership records including all pertinent member information included on the PTO dues envelopes. The Corresponding Secretary drafts and sends all pertinent correspondence on behalf of the PTO such as thank you notes and other acknowledgments. The Corresponding Secretary is responsible for sending out all Room Parent communications and notifications via eblast, if necessary. The Corresponding Secretary will also purchase and distribute gifts for the school staff during the holiday season and on the appropriate administrative and health staff appreciation holidays.

**Volunteer Chairperson(s):**

The Volunteer Chairperson(s) shall be responsible for sending out a volunteer request form to all parents each spring that will accurately describe the volunteer opportunities available on each Standing Committee and Chairperson position thereto. The Volunteer Chairperson(s) will work with the Executive Board to determine chairpersons for each standing committee. The Volunteer Chairperson(s) shall notify each selected chairperson to the Standing Committee of the individuals who have volunteered for their committee, the budget set for their committee and any additional information regarding their committee’s duties. The Volunteer Chairperson(s) shall contact the Standing Committee Chairpersons prior to their events, activities or programs to ensure they have proper support for their responsibility. The Volunteer Chairperson(s) should collect a summary report from each Standing Committee chairperson of their event, activity or program upon its completion so that a record of what has been done in previous years may be kept. The Volunteer Chairperson(s) should act as a resource for all volunteers.

**Fundraising Chairperson(s):**

The Fundraising Chairperson(s) shall be responsible for overseeing the Standing Committees in any fundraising activities, including the Stop & Shop A+ Rewards Program. The Fundraising Chairperson(s) shall develop fundraising activities, event or programs for the PTO with the input and assistance from the Executive Board or suggestions from the membership or school administration. The Fundraising Chairperson(s) shall be the chairperson of all fundraising activities, events or programs and shall call for volunteer assistance from the membership as necessary.

**Fund It Chairperson(s):**

The Fund It Chairperson(s) shall order, distribute and collect and deposit payment for the Fund It gift card program. All distribution and payment is maintained using the FUND-IT QuickBooks account. The Fund It Chairperson(s) shall keep a complete accounting of the cash and follow up on any issues regarding payment and receipt of cards to customers. . During the duration of the Fund It Program, the Chairperson(s) of the Fund It Program, in addition to the Treasurer and the President, shall have the signature authority on the Fund It Program bank accounts. The Fund It Program bank accounts shall remain separate from the PTO bank accounts at all times. The Fund It Chairperson(s) are co-chairpersons with the Fundraising Chairperson(s).

**Communications Chairperson(s):**

The Communications Chairperson(s) shall be responsible for updating and maintaining the PTO calendar and the PTO website with all pertinent PTO information and announcements. The Communications Chairperson(s) shall be responsible for maintaining the PTO email list and sending the weekly PTO information email or any email communication to be sent to the membership as designated by the members of the Executive Board.

**Board of Education Representative:**

The Board of Education Representative shall attend, view on West Hartford Public Television and/or review the minutes of the bi-monthly meeting of the West Hartford Board of Education and report back to the Executive Board regarding any pertinent business discussed that the Duffy community should be aware of.

**Parent Teacher Council Representative (Past Sitting President):**

The Parent Teacher Council Representative (“PT Council Representative”) position will be held by the most recent past sitting President to the Executive Board. The PT Council Representative will attend the West Hartford Parent Teacher Council meetings and report back any pertinent information to the Executive Board. The PT Council Representative shall also act as a mentor to the Executive Board.

**Second Vice President:**

The Second Vice President shall be the Principal of Duffy School, or the principal’s designated representative with the approval of the Executive Board.

**Teacher Representative:**

The Teacher Representative shall be the Curriculum Specialist or the representative designated by the Curriculum Specialist.