

Hadley PTO

Summary of Responsibilities

Officers

PRESIDENT(s): Presides at all meetings, creates meeting agendas, organizes meeting location/zoom link, manage/post/respond to social media. Coordinates the work of the officers and committees. Oversees creation of new committees as needed. Represents the PTO at various events, including speaking at Open Houses and other events as needed. Serves as liaison with school administration. Manages PTO email account and responds to PTO questions and concerns. Post to social media accounts.

VICE PRESIDENT: Act as an aide to the President(s). Perform duties of President(s) in his/her absence. Support committees and committee chairs as needed. Coordinate nominations and fill open PTO board positions (officers and committee chairs). Recruit parents for open positions. Maintain listing of board members and contact information for website. Present a slate of officers at June PTO meeting. Act as Volunteer Coordinator.

SECRETARY: Attend meetings and records accurate minutes and post to shared Google Drive. Maintain permanent files of PTO minutes and by-laws, as well as other pertinent documentation. Act as Website Coordinator, Mailing List Coordinator, E-newsletter Coordinator.

TREASURER: Have custody of and maintain a full account of the PTO funds. Keep full and accurate account of receipts and expenditures. Provide a Treasurers Report for monthly meetings or at the request of the President(s). Prepares budgeting reports and annual financials as needed. Responsible for performing financial audits, tax preparations, and working with our hired CPA, maintain our 501(c) and tax-exempt status.

Representatives

HES parent Representative

HA parent Representative

HES Teachers & Principal

HA Teachers & Principal

Committee Chairs

BOOK FAIR (vacant)

HOSPITALITY (vacant)

WEBSITE (Currently part of Secretary duties)

VOLUNTEERS (vacant)

E-NEWSLETTER (vacant)

SOCIAL MEDIA (Currently part of President(s) duties)

GRANTS & FUNDRAISING (vacant)