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**TRAILSIDE PTO BOARD MEMBER RESPONSIBILITIES**

**PRESIDENT**

* Directs the PTO. Assists in the total coordination of all committees and the PTO as a whole.
* Serves as the PTO contact for the Principal. Maintains a good relationship with him/her and keeps that administrator informed of the organization's activities.
* Represents PTO at meetings outside of the organization.
* Acts as first contact for parent issues related to the PTO. Regularly checks and responds to emails sent to the PTO email address.
* Responsible for general oversight of the board's finances, including the annual budget.
* Co-Approves all Payment Request forms.
* Creates agenda for all PTO meetings and leads these meetings.

**VICE PRESIDENT**

* Performs the duties of the President in his/her absence, resignation, or inability to serve.
* Responsible for communication requests with the School Secretary (email blasts, newsletter, calendar, website, etc.).
* Prepares monthly PTO newsletter submission for distribution to Trailside families.
* Notifies the School population at least one week in advance of every PTO meeting.
* Responsible for the maintenance of the Trailside PTO bulletin board.
* Attends PTO meetings.

**SECRETARY**

* Prepares and distributes minutes of all formal Trailside PTO meetings electronically within 1 week of the meeting.
* Attends to the official correspondence of the PTO, including, but not limited to: gestures of appreciation and sympathy on behalf of the PTO.
* Maintains all records of the PTO, including transactions, contracts, correspondence, and related documents.
* Maintains organized records from the planning of any event hosted by the Trailside PTO.
* Holds a copy of the PTO Bylaws and current Membership list and makes each available upon request to any PTO Member at any meeting.
* Provides a printed copy of these Bylaws to each newly elected Board member prior to the first regular PTO meeting.
* Serves as the PTO contact for the Student Council.
* Attends PTO meetings.

**TREASURER**

* Responsible for the accounting and budgeting of the PTO funds. Maintains up-to-date, accurate financial records of the PTO.
* Receives and ensures timely deposit of all funds of the PTO; including, but not limited to, donations, dues, and fundraising sales and contributions.
* Informs the board regarding the feasibility of purchases. Provides a written and oral financial report of the receipts and expenditures at each PTO meeting.
* Audits all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with PTO policies, and as needed, pays all bills and disburses funds.
* Completes all financial updates by the close of the Fiscal Year and provides a full year-end report.
* Co-Approves all Payment Request forms.
* Attends PTO meetings.

**MEMBER AT LARGE**

* Identifies, evaluates, and oversees new fundraising opportunities and special events where money is raised for the PTO.
* Attends PTO meetings.

Trailside Board Member Responsibilities [4/16/13]