

Edina High School PTO

Board Member Job Descriptions

PRESIDENT

Position Description

The President acts as the chief executive officer of this organization. He/she supervises, directs and manages the events and activities of the EHS PTO.

Tasks/Responsibilities

- Is a registered member of the EHS PTO.
- Plans and chairs the monthly EHS PTO Board and general membership meetings.
- Participates in PTO sponsored activities. Attends and actively staffs the EHS PTO forums and outreach.
- Oversees strategic direction for the organization.
- Outlines annual goals and action plans for the organization. Works with EHS PTO Board and Chair members to achieve these goals.
- Represents EHS PTO as needed for various support organizations, which may include, but are not limited to: Edina Parent Leadership Council, Edina Chemical Health Partners (ECHP), Edina High School Site Council.
- Manages the EHS PTO budget.
- Works with the Treasurer to assure proper filing of tax documents.
- Assists Communications and Marketing Chair in developing EHS PTO website and marketing materials.
- Assists Communications and Marketing Chair to develop communications materials and calendar for PTO events and opportunities.
- Regularly reviews and responds to email and US mail communications addressed to EHS PTO.
- Determine the annual PTO calendar with President-Elect. Include EHS PTO meetings, forums, and relevant school or community events.
- Develops and implements a New Member orientation in collaboration with EHS PTO members. Provides an overview of the organization's history, mission, goals, members, position responsibilities and calendar for the current year.
- Works with respective positions to develop and revise job descriptions.
- Assists President-Elect in recruitment of new board members and committee chairs who will serve the following EHS PTO year.
- Keeps notebook with document masters and electronic files which will be passed on to subsequent EHS PTO Presidents.

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PRESIDENT-ELECT

Position Description

The President-Elect is responsible for observing, learning, supporting and assisting the President to accomplish the goals and tasks of this organization.

Tasks/Responsibilities

- Is a registered member of the EHS PTO.
- Participates in the monthly EHS PTO Board and general membership meetings.
- Chairs the monthly EHS PTO Board and general membership meetings if the President is unavailable.
- Participates in PTO sponsored activities. Attends and actively staffs the EHS PTO forums and outreach.
- Assists, as needed and directed by the President, in accomplishing the goals and actions of the organization.
- Represents EHS PTO as needed for various support organizations, which may include, but are not limited to: Edina Parent Leadership Council, Edina Chemical Health Partners (ECHP), Edina High School Site Council.
- Collaborates with the President to determine topics for the strategic planning for the upcoming year.
- Collaborates with the President to determine the annual EHS PTO calendar for the upcoming year. Include EHS PTO meetings, forums, and relevant school or community events.
- Collaborates with the President to determine budget for the upcoming year.
- Facilitates the recruitment of new board members and chairs who will serve the following year, and presents the new slate to the EHS PTO for a vote in May or June of the current year.
- Leads document review and revision process if necessary; this includes, but is not limited to bylaws, articles of incorporation and job descriptions.
- Keeps notebook with document masters and electronic files which will be passed on to subsequent President-Elects.

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PAST PRESIDENT

Position Description

The Past President is responsible for continuing service of this organization after completing a year as President and acts as consultant to current President.

Tasks/Responsibilities

- Is a registered member of the EHS PTO.
- Participates in the monthly EHS PTO Board and general membership meetings.
- Participates in PTO sponsored activities. Attends and actively staffs the EHS PTO forums and outreach.
- Assists, as needed and directed by the President, in accomplishing the goals and actions of the organization.
- Handles all outstanding issues from the previous year.
- Provides continuity of EHS PTO history and leadership at EHS PTO meetings.
- Transfers all relevant information from previous year to the current President.
- Provides information and background, as needed, on past practice and discussion of PTO activity.
- Leads and/or participates in specific tasks as needed to support the EHS PTO.
- Assists President-Elect in recruitment of new board members and committee chairs who will serve the following EHS PTO year.

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SECRETARY

Position Description

The Secretary is responsible for maintaining accurate records for this organization.

Tasks/Responsibilities

- Is a registered member of the EHS PTO.
- Participates in the monthly EHS PTO Board and general membership meetings.
- Participates in PTO sponsored activities. Attends and actively staffs the EHS PTO forums and outreach.
- Assists, as needed and directed by the President, in accomplishing the goals and actions of the organization.
- Types concise and factual meeting minutes for the EHS PTO Board and general membership meetings.
- Emails minutes to PTO Board, Committee Chairs and principal on a timely basis.
- Creates and maintains the annual PTO Board and Committee Chair list.
- Assists the membership chair in creating a current membership list.
- Checks the EHS PTO mailbox in the school office weekly.
- Files monthly minutes and applicable correspondence in organization archives.
- Assists President-Elect in recruitment of new board members and committee chairs who will serve the following EHS PTO year.
- Keeps notebook with document masters and/or electronic files which will be passed on to subsequent EHS PTO Secretaries.

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TREASURER

Position Description

The Treasurer is responsible for maintaining accurate financial records and for safeguarding the assets of this organization.

Tasks/Responsibilities

- Is a registered member of the EHS PTO.
- Participates in the monthly EHS PTO Board and general membership meetings.
- Participates in PTO sponsored activities. Attends and actively staffs the EHS PTO forums and outreach.
- Assists, as needed and directed by the President, in accomplishing the goals and actions of the organization.
- Works with the EHS PTO as needed to ensure stability and integrity of all PTO finances.
- Manages the EHS PTO budget.
- Presents a report each month at EHS PTO Board meetings to show financial transactions.
- Accesses and monitors the EHS PTO PayPal account.
- Makes EHS PTO membership deposits.
- Writes checks for mini-grants or other gifts voted on by EHS PTO Board.
- Manages EHS PTO banking relationship and accounts.
- Assures the filing of appropriate federal and state forms as necessary.
- Submits paperwork/fees to State of Minnesota each year to be in good standing.
- Works with accountant to file taxes each year.
- **Buy Insurance for Officers each year.**
- Ensures tax exempt status.
- Works with EHS PTO President and President-Elect to establish a budget for the following year.
- Assists President-elect in recruitment of new board members and committee chairs who will serve the following EHS PTO year.
- Keeps notebook with document masters and electronic files which will be passed on to subsequent Treasurer.