

# PTO President Job Description

## **Characteristics:**

- Desire to serve the PTO, the school, and ultimately the students
- Understanding of the organization's mission
- Willingness to delegate tasks
- Good listening skills
- Effective communication skills

## **Responsibilities:**

- Preside at general PTO meetings and executive board meetings
- Serve as the primary contact to the principal and represent the PTO at meetings of other groups, if needed
- Serve as an ex-officio member of all committees
- Retain all official records of the PTO

## **Typical Monthly Tasks:**

- Prepare for and lead executive board meetings
- Prepare for and lead PTO meetings
- Review the treasurer's report
- Have regular check-in meetings with the principal
- Thank volunteers for their efforts

## **Typical Annual Tasks:**

- Finalize the activities calendar with the principal
- Set the schedule of monthly executive board meetings for the year
- Hold a committee chair orientation
- Update the signature cards at your PTO's bank
- Double-check key organizational dates, including your PTO insurance policy renewal, incorporation with the state, and IRS Form 990 or 990-EZ, if applicable
- Determine which officer and committee chair positions might need to be filled next year, and reach out for volunteers

## **Training and Resources:**

- One-on-one with outgoing president
- PTO Today's Leader's Toolkit
- Articles about president topics
- Past files and examples
- Computer files