

**Midland School PTO  
OFFICERS/BOARD OF DIRECTORS  
2019-2020**

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**PRESIDENT**

The PRESIDENT shall:

1. Preside at all meetings
2. Call meetings to order on time and proceed with the business
3. Maintain a fair and impartial position always
4. Prepare the agenda each meeting
5. Have a copy of the current bylaws with him/her at every meeting
6. Vote when voting is by ballot; in other cases, may vote to create or break a tie \* (Do not reflect or show your vote if by voice or hand, just include your vote in the count)
7. File his/her signature at the bank at which the funds are deposited. Sign all checks with the Treasurer
8. Coordinate the work of all directors/officers' and committees so the goals of the PTO are realized
9. Prepare a calendar for all PTO Events the upcoming school year with the Executive Committee
10. Call special meetings of the Executive Committee, membership when necessary or when requested to do so by appropriate groups as stated in the bylaws
11. Be an ex-officio member of all committees except the nominating and auditing committees
12. Upon approval by Executive Committee, Sign all contract for the association as President

**VICE PRESIDENTS**

The FIRST VICE PRESIDENT shall:

1. Act as an Aide to the President
2. Preside at the meetings when the President is unable to attend
3. May NOT be ex-officio on Committees in the absence of the President
4. Should a vacancy occur in the office of the President, in the designated order, until an election takes place, assume duties for the remaining term according to the bylaws
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6. Provide a list of Executive Committee Member's names, addresses, phone numbers and e-mail addresses.
7. File building use forms for all meetings and events with the Board of Education Office
8. Update and maintain Midland School PTO website

The SECOND VICE PRESIDENT shall:

1. Coordinate Back to School PTO Flyer Distribution
2. Host Welcome Back Tea, which is held the first day of school (THIS IS CHANGING)
3. Coordinate selection of class parents to provide aide to each classroom teacher planning parties, etc. And distribute class parent information packet

4. Update and maintain School's PTO webpage
5. Take attendance for all meetings of the Executive Committee
6. Coordinate volunteers to provide refreshments for all general PTO Meetings
7. Coordinate with 1st V.P.

### **RECORDING SECRETARY**

The Recording Secretary shall:

1. Record minutes at the executive committee, Executive committee and general membership meetings.
2. Assist the President with preparing the agenda, when necessary
3. Maintain minutes, committee reports, membership list and other records of the association
4. Bring the following to each meeting: a copy of the current approved bylaws, standing rules, minutes of the previous meeting, including the treasurer's report and list of all committees, their chairperson and members

### **CORRESPONDENCE SECRETARY**

The Corresponding Secretary shall:

1. Conduct the correspondence of the association as directed by the President or the Executive Committee
2. Read all incoming and outgoing correspondences
3. Send notices to all members of the Executive committee or the Executive Committee member
4. Maintain an up-to-date file of all correspondence
5. Responsible for submitting announcements, articles and pictures to the Our Town for Publication
6. Responsible for sending all PTO announcements and updates to all PTO members via email distributions as well as update social media pages (Facebook, Instagram and Twitter)
7. Prepare for distribution all notices of General meetings and monthly calendar of events for general membership submitted to the president for approval

### **TREASURER**

The Treasurer shall:

1. Be custodian of all the PTO's funds
2. Report on the following at all meetings:
  - a) Balance on hand in all accounts at the beginning of the period covered by the report
  - b) Receipts and disbursements in all accounts
  - c) Total balance on hand for all accounts as of the date of the meeting
  - d) Report committed funds
3. Keep accurate and detailed account of all monies received and distributed
4. Receive all monies for all accounts and give receipts for it
5. Make no disbursements without the proper receipts and completed Expense Reimbursement Voucher/Forms from board members, chairperson and only for approved expenditures. All disbursements must be made by check
6. Send payments for insurance, gaming licenses, website dues, etc. annually

### **BUDGET & FINANCE**

Does an annual audit of all PTO books to report to general membership that they are in order. Establishes a new budget based on committee requests and presents it to the Executive Committee in September for general membership approval at the first general meeting. Have the minutes from those years' meetings present at all audits.

### **MEMBERSHIP**

Main goal is to bring in new members and solicit membership. Form a committee. Conduct annual membership drive held in the month of September, (Back to School Night suggested) by sending notices home to all parents, staff and members using member email distribution list and summer mailings, etc.

### **PROCEDURE & BYLAWS**

Attend all meetings with the official copy of the unit by-laws and Robert's Rules of Order. Coordinate updates with committee to prepare to present to Executive Committee for approval.

### **FACULTY ADVISOR**

This position, to be held by faculty member, requires attendance at regularly scheduled general and Executive Committee PTO meetings. The Faculty Advisor serves as a liaison between the PTO and the faculty and staff of the school. He/she makes requests for faculty/staff volunteers when needed for PTO sponsored events.

### **\*GRANTS** (possibly replaced by Chair of Chairs)

Responsible to research and apply for grants on behalf of the Midland School students.

### **CHAIR OF CHAIRS**

Responsible for Rochelle Park Board of Education policies that apply to the PTO and to properly coordinate between PTO insurance, vendor insurance and the BOE. In charge of making sure all paperwork, permits and protocol deadlines are adhered to by all the committee chairs. Compile and distribute the volunteer list to each event Chairperson in a timely manner.