



## Mason Ridge PTO Officers Position Descriptions

All officers serve for a term of one year. No person shall be nominated to serve more than two consecutive terms in the same office.

### All Positions:

- To transact necessary business in the intervals between the General Membership meetings and such other business as may be referred to them.
- To present a report at the General Membership meetings.
- To approve a budget for the PTO to be presented and approved by the General Membership.

### President:

- Presides at all General Membership, Executive Board, and Officers meetings.
- Ensures minutes of all General Membership meetings are placed on the Mason Ridge PTO website.
- Have the authority to form ad hoc committees for specific purposes or tasks as necessary to effectively complete the PTO's mission.
- Appoints a Nominating Committee.
- Serves as a non-voting member of the Nominating Committee.

### Vice President:

- Act as an aide to the President.
- Responsible for administering the Teacher/Staff Reimbursements process.
- Responsible for coordinating the Financial Review Committee.
- Responsible for making approved teacher/staff purchases related to Teacher/Staff Reimbursements and Financial Review.
- Perform the duties of President in their absence.
- Assume the office of President the year following their Vice Presidency

### Secretary:

- Keep an accurate record of all General Membership, Executive Board, and Officers meetings.
- Create flyers for PTO events.
- Serve as Parliamentarian at all meetings.

### Co-Treasurers:

*Note: position is divided to maximize financial integrity*

- Receive all monies of the PTO.
- Pay all bills of the PTO.
- Keep an accurate record of all receipts and expenditures.
- Present a statement of account at every Executive Board meeting.
- File the required Internal Revenue Service annual information returns.