

President

According to the PTO bylaws:

"The president shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and to the direction of the membership, shall in general supervise and control all of the activities of the organization. The President shall be a member of the Executive Committee and, when present shall preside at all meeting of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership. The President shall select and appoint the chairperson of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization."

Practical Job Description:

- Set agenda and run monthly meetings.
- Coordinate committee chairs and homeroom parents.
- Introduce parents to PTO at Back to School Night and Kindergarten Orientation.
- Act as contact person for outside groups.
- Respond to PTO related email/phone inquiries.
- PTO representative and PTO/Beeks sponsored events.
- Assist other committee chairs (optional).
- Beeks PTO representative at district level meetings, for example School Board meetings (optional).

Time commitment: The time commitment for the President is highly variable, depending on how involved the President wants to be. At minimum, the main tasks (i.e. first five bullet items above) take an average of 1-2 hr per week. But, some weeks require no time while other weeks end up very busy --i.e. time commitment is variable and relatively unpredictable.

Caveat: The guilt factor and general dedication to the PTO has resulted in some past presidents filling empty chair positions. This is NOT required, but if you are susceptible to such tendencies, be prepared to make a major time commitment! 😊