

2010-2011 PTO Council Job Descriptions

The Menlo Park City School District PTO Council is seeking candidates for its officer positions for the 2010-2011 school year. District parents who have demonstrated involvement with the Member PTO's can use their background and knowledge as a benefit to this advisory Council. The purpose of the District PTO Council is to foster cooperative relationships among the Laurel, Encinal, Oak Knoll, and Hillview PTO's, the MPAEF, the District and the School Board in order to facilitate communication in the District.

The District is recruiting volunteers for the following positions:

President: The President is the principal executive officer of the PTO Council and in general supervises and controls all of the activities of the PTO Council and presides at meetings. The President should be a past president of one of the four school PTO's and the position shall ideally be rotated between the Laurel/Encinal and Oak Knoll boundary areas.

Secretary: Keeps the minutes of the proceedings of the PTO Council, keeps current copies of all organizational documents and records.

Treasurer: Keeps PTO Council accounts and records in order to manage income and expenses, prepares annual budget, files all tax returns and other forms required. Also provides oversight of member PTO's timely filing of taxes, dues, insurance renewal and charitable forms.

Auditor: Audits the books and financial records of the PTO Council twice a year.

Parliamentarian: Advises the Council with regard to parliamentary procedure and legislative actions of relevance to the member PTO's, conducts the election of the new officers and chairs the bylaws committee, which reviews the bylaws annually.

Vice President of Programs: Identifies topics and speakers and organizes speaker event(s) for the District community.

Vice President of Recognition: Responsible for coordinating volunteer recognition activities among the four PTO's and planning any District wide recognition event.

Vice President of Directories: Responsible for ensuring the acquisition and distribution of sufficient school directories among all Member PTO's and is responsible for the PTO Council Roster.

For more information or to nominate yourself or someone else, contact Andrea Luskin at aluskin@yahoo.com