

CO/PRESIDENT

General Responsibilities:

- Speak at Kindergarten orientation (we have a slide show already done) in early May
- Set calendar for next year
- Set summer board meeting
- Set goals for year
- Work with board to ensure that all necessary committee chairs are in place
- Ensure that membership form and volunteer form are updated and ready for the beginning of the year.
- Speak at New Family Orientation in August (very similar to K orientation)
- Ensure Chair notebooks are distributed and coordinate the New Chair Orientation
- Decide if you want to have a “fair” at the curriculum night
- Run and write agendas for monthly PTO board meetings and general PTO meetings
- Attend monthly ASSPO meetings (will have one turn to take minutes and preside)
- Coordinate communication with board members, school administration, school secretaries and families (this year we had weekly(-ish) emails to PTO members).
- Be a Liaison between your PTO Board and Sycamore Staff

Positions Reporting to President

(if there are Co-Presidents the Positions are split between both)

- Treasurer
- VP Student Programs
- Corresponding Secretary

- VP Ways and Means
- Recording Secretary
- VP Family Involvement

Timeline of Responsibilities:

- **May, August, September**
 - Role is heavy with Orientations, Meetings, and Scheduling
- **Sept.-May**
 - Scheduled meetings
 - Attend other PTO events as a support
 - Help when needed

Helpful Personality Strengths

- Organized
- Friendly