

## Windermere Parent Teacher Organization Executive Board

### **President-Elect**

Position description and responsibilities:

The Co-President Year One position supports the PTO Executive Board with the following duties:

1. Attends all PTO Executive and PTO General Board Meetings;
2. In collaboration with President, Treasurer, and Treasurer Elect, creates the budget for the upcoming school year to be presented to the Executive Board for review;
3. Attends and participates in all PTO President Council meetings and Upper Arlington School District PTO meetings;
4. Assists President with all PTO sponsored activities and fundraisers to assure that all PTO guidelines are followed as determined by the Executive Board;
5. In conjunction with the President, communicates with Windermere Elementary Principal all PTO activities and serves as a liaison between the Principal, school staff, and the Executive Board;
6. Assists in managing By-Laws and all records of the PTO;
7. Authorized signee on all PTO related checking account transactions;
8. In absence of President, fulfills the obligations of President's role;
9. Recruits for PTO Executive Board and Committee Chair positions for the following school year;
10. Leads and Coordinates the Allocation Process and Windermere Staff Holiday gifts;
11. This is a minimum of a one-year term position transitioning to President the following school year.

Whenever possible, Executive Board members are expected to assist with PTO sponsored activities and fundraising events. Specifically, whenever possible, this position will serve as cashier during PTO sponsored events.

All Executive Board members are expected to attend and actively participate in scheduled Executive Board and general PTO meetings. All appointed Executive Board members are entitled to notice of meetings, to attend in person, to present matters for consideration and to take part and vote on any and all business matters (Unless otherwise noted in the Code of Regulations, all decisions/actions are based on majority vote.).