

PTO Board of Directors **Job Descriptions**

PTO Co-Presidents (2)

The primary roles of the co-presidents are 1) to facilitate open communication and informed decision-making by the PTO membership and 2) to ensure effective information-sharing among parents, the School Principal and the broader Newton community on issues and concerns related to or impacting the Burr school. Specific responsibilities include:

1. Meet twice a month with the Burr School Principal to share information on a range of issues.
2. Represent the Burr School at the monthly citywide PTO Council Meetings.
3. Plan and lead 8 PTO meetings each year, in partnership with the school Principal.
4. Write periodic updates for the Burr Bulletin.
5. Assist the Treasurer in developing the budget and overseeing expenditures.
6. Oversee the election of parent representatives to the School Council.
7. Meet with the Principal over the summer to schedule meetings, stuff envelopes with letters to families and arrange for those letters to get to the Post Office.

Treasurer

The Treasurer acts as the chief financial officer of the Burr PTO. S/he is accountable for all the funds that flow through the organization. S/he ensures that all PTO Budget and Fiscal Policies are enforced. The Treasurer cuts and signs checks, and tracks all income and expenditures. S/he provides a report at the end of the year accounting for all funds spent.

Secretary

The Secretary is responsible for taking the minutes at all PTO meetings and for maintaining an current copy of the Burr PTO Operating Policies and related documents. The Secretary is also responsible for ensuring that all necessary documents are filed with the Secretary of State (such as newly elected Board officers).

Committee Coordinators (4)

The four Committee Coordinators (*School Support Coordinator, Community-Building Coordinator, Fundraising Coordinator and Communications Coordinator*) are responsible for coordinating and supporting the work of the PTO committees, and communicating any concerns with the PTO co-presidents. Each Coordinator will be in regular communication with the 5-10 chairs of committees under their area of focus. The specific responsibilities include:

1. Write regular updates for the Burr Bulletin related to any Committees in their area.
2. Support the Committee Chairs in locating the volunteers and other resources they need.
3. Help Committee Chairs identify their successors when they are going to step down.
4. Communicate any committee concerns to the PTO Co-Presidents.
5. Decide when a project does not have sufficient parent leadership and involvement to continue.

The Communications Coordinator also publicizes the PTO meetings through backpack notices and emails.