



INDIAN RIDGE MIDDLE SCHOOL PTO

DUTIES OF OFFICERS

PRESIDENT:

The president shall preside at all meetings of the organization, the executive committee and the executive board. The President shall be a member ex officio of all committees, except the nominating committee; shall with the cooperation of the officers elected, appoint committees; shall perform all other duties pertaining to the office.

VICE-PRESIDENT:

The Vice President shall act as an aide to the President, perform duties of the President in the absence of that officer, and shall carry out other responsibilities as directed.

1. THE 1ST VICE-PRESIDENT - shall serve as Fundraising/Jaguar Jog"
2. THE 2ND VICE-PRESIDENT - shall serve as "Membership"
3. THE 3RD VICE-PRESIDENT - shall serve as "Volunteer Coordinator"

RECORDING SECRETARY:

The recording secretary shall record the minutes of all meetings of the organization and of the executive committee and board and shall perform such other duties as may be delegated.

CORRESPONDING SECRETARY:

The corresponding secretary shall prepare all written communications as directed by the association or by the executive board and shall perform such other duties as may be delegated.

TREASURER:

The treasurer shall have custody of all of the funds of the association; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the association. Three signatures shall be on file at the bank, with two signatures required on all PTO checks. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the