

1. Duties of the President
  - a. Attends and presides at monthly PTO meetings
  - b. Creates and distributes the agenda for each meeting
  - c. Serves as the main contact for SASEAS School on matters pertaining to the PTO or impacting the PTO's mission
  - d. Functions as a liaison to the school, consulting with the principal on issues of mutual concern and apprises the principal of PTO activities
  - e. If necessary, attends other pertinent school meetings where PTO representation is needed
  - f. Serves as signatory on PTO checks
  - g. May be a member of all committees except nominating committee
  - h. Solicits or appoints chairpersons as necessary for PTO sponsored activities
  
2. Duties of the Vice Presidents:
  - a. Attends monthly PTO meetings
  - b. Acts as an aide to the President
  - c. Performs the duties of the President in their absence
  - d. Assumes other responsibilities as assigned by the Board
  - e. Coordinates/advises the Room Parents
  
3. Duties of the Secretary:
  - a. Attends monthly PTO meetings
  - b. Records, copies and distributes the minutes of all general and Executive Board meetings
  - c. Maintains a current copy of the PTO Constitution and Bylaws, meeting minutes, and volunteer listings
  - d. Coordinates all PTO correspondence (web site information, minutes, flyers etc.)
  - e. Notifies members of their appointment to committees via volunteer sign ups sheets
  
4. Duties of the Treasurer:
  - a. Attends monthly PTO meetings
  - b. Serves as signatory on PTO checks
  - c. Pays bills upon presentation for items included in the PTO's budget or for other Board approved expenditures
  - d. Maintains an up to date record of income and expenditures
  - e. Deposits all PTO funds to the designated bank account
  - f. Distributes monthly financial report at all Executive Board meetings
  - g. Adheres to and implements all financial procedures established by the PTO
  - h. Presents budget in April for upcoming school year for Board approval at the May meeting
  - i. Prepares and submits semi annual financial report per the Archdiocese guidelines
  - j. Abides by the controls and rules established by the Finance Committee

5. Duties of Member at Large:
  - a. Attends monthly PTO meetings
  - b. Reviews monthly financial reports
  - c. Authority to make motions, debate and vote on issues presented to the PTO Board
  - d. Serves on designated committees and performs duties as assigned