

ELECTED PTO OFFICERS

The President shall be responsible for:

- setting the agenda for and presiding over general meetings and board meetings
- serving as a voting member of the Gateway Preparatory Academy Parent Teacher Organization GPA PTO
- serving as a liaison between parents, teachers, president of PTO and school director
- voting on PTO matters in the case of a tie
- having signature authority on checks
- making every effort to foster a sense of community and teamwork within the PTO
- providing guidance and assistance to officers and directors to ensure each fulfills his or her obligations as set by the By-Laws and the Board
- presenting an annual report of the PTO's growth and programs to the membership at the General Parent Meeting
- support and attend all general PTO activities

The President Elect shall be responsible for:

- performing all the duties of the President in the President's absence
- working with the president to share duties
- this is a one year position that will automatically become president
- support and attend all general PTO activities
- The candidate for President-Elect must have served one term on the Board to be eligible for the position. Such year of service does not necessarily have to be during the immediately preceding school year. This position is a two-year commitment.

Vice-President K & 6-9 environment shall be responsible for:

- serving as a voting member of the Gateway Preparatory Academy Parent Teacher Organization GPA PTO
- organizing room parents for level 1
- coordinating teacher appreciation activities and gifts
- serving as a liaison between new families and the school
- working to promote the school and overseeing weekly emails to the media
- chair the advertising committee including the bulletin boards
- coordinating Kindergarten Registration and other recruitment activities with the director
- attend all level one activities and report
- support and attend all general PTO activities

Vice-President 9-12 environment shall be responsible for:

- executing the annual PTO Membership drive
- serving as a voting member of the Gateway Preparatory Academy Parent Teacher Organization GPA PTO
- organizing room parents for level 2

- planning and implementing strategies to attain a goal of 100% parent and teacher participation
- maintaining an up-to-date roster of members
- communicating information to PTO membership as necessary
- maintaining a database of volunteers and their talents (e.g. profession, interests, etc.)
- attend all level two activities and report
- support and attend all general PTO activities

Vice-President 12-15 environment shall be responsible for:

- making every effort to recruit new students to the school
- serving as a voting member of the Gateway Preparatory Academy Parent Teacher Organization GPA PTO
- organizing room parents for level 3
- presenting an annual fundraising plan to the membership at the General Parent Meeting
- attending fundraising planning meetings to ensure well-coordinated events
- developing a fundraising plan to be approved by the Executive Board by August
- attend all level three activities and report

The Treasurer shall be responsible for:

- keeping a record of all financial transactions
- collecting money and depositing it in the bank on a weekly basis
- having signature authority on checks and disbursing money as authorized by the Board
- working with the Board members in preparing a budget for the PTO
- presenting a budget for the year at the September Board meeting to be voted on by Board members
- presenting a report of finances at each Board Meeting of the PTO
- weekly contact and overseeing the PTO snack shack

The Secretary shall be responsible for:

- taking minutes of each meeting
- taking roll at each meeting.
- posting a copy of the minutes each month on the PTO bulletin board and emailing a copy to the School board chair, Director, and PTO President and office staff.
- communicating to Board members about meetings and special events.
- PTO Newsletter
- Mentor spotlight

The Historian shall be responsible for:

- collecting and preserving documents and reports of interest to the history of the PTO such as minutes of the meetings, a copy of the By-Laws, important articles, etc. kept in a yearly book for that purpose
- working with and reporting on the year books

communicating with non-board parents who attend monthly PTO meetings