

Open PTO Board Positions beginning in May 2018

The First Vice President of Administration shall:

1. Act as an aide to the president and perform the duties of the president in the absence or inability of that officer to serve,
2. Be responsible for filling, overseeing and organizing all Greenbriar PTO committees, and,
3. Perform other such duties as may be delegated.

The Vice President of Classrooms shall:

1. Act as an aide to the president and perform all the duties of the president in the absence or inability of that officer and the first vice president to serve,
2. Serve as chairperson of the room parents, and,
3. Perform such other duties as may be delegated.

The Corresponding Secretary shall:

1. Conduct official correspondence of the organization as directed by the president, Executive Committee, or PTO Board, keeping one copy in the permanent file and transmitting others as appropriate,
2. Send out invitations to all Greenbriar PTO functions,
3. Send cards, gifts, or flowers to school faculty and others as determined by the Greenbriar PTO president, the Executive Committee, or PTO Board, and keep a record of all correspondence or gift purchases on permanent file, and,
4. Perform such other duties as may be delegated.

H. The Treasurer shall:

1. Receive all monies of the organization and keep an accurate record of receipts and expenditures,
2. Make timely deposits of all monies in a depository approved by the Executive Committee or PTO Board,
3. Pay out funds in accordance with the budget as approved by the membership and authorized orally or by properly signed vouchers,
4. Receive and file bank statements after they have been reviewed and signed by the president,
5. Write the check number and date of payment on each bill, voucher, or receipt,
6. Present a written financial statement at every meeting of the Greenbriar PTO and at other time as requested by the president, Executive Committee or PTO Board,
7. Close the books of the organization annually, not later than June 30th,

8. Confirm that the Membership Chairman has completed an updated membership list,
9. Provide the checkbook, all bank statements, canceled and voided checks, deposit slips, receipt book, treasurer's record book, vouchers and invoices for all disbursements to the audit committee,
10. Be responsible for completion and filing of appropriate forms as may be required by the Internal Revenue Service Regulations no later than the date established by the regulations,
11. Chair the budget committee, and,
12. Perform such other duties as may be delegated.