

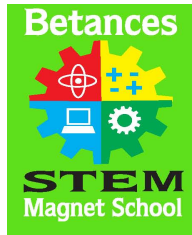
Betances STEM PTO President

Job Description:

As a leader of the Betances STEM PTO, the President is responsible for overseeing all aspects of PTO the body. Acts as chief spokesperson for PTO, and chief liaison between all components of the Betances STEM community, including parents, teachers, and principal.

Specific Responsibilities:

- Review Bylaws, Policy Statements and Job Descriptions of the PTO to insure that they serve the changing needs of the Betances STEM community.
- Conduct at least one summer Executive Board meeting to plan events for the upcoming school year and review proposed annual budget.
- Prepare annual operating budget for the PTO during the summer. Submit budget to Executive Board at a summer meeting for review and approval. Submit budget at first General PTO Meeting of the school year for approval by PTO members.
- Advise, direct and review the work of the other Executive Board members and PTO committees, as needed.
- Review and approve all financial requests submitted to PTO.
- With Treasurer and other PTO Executive Board members, review monthly budgets and financial statements of PTO body.
- Conduct monthly Executive Board and General PTO meetings. Establish agenda for all meetings with input from Executive Board and Committee Chairpersons.
- Meet as needed with Principal and staff to discuss pertinent issues.



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- Initiate ways to improve PTO events, and the way PTO functions, on an as-needed basis.
- Maintain a binder with all information relevant to the position to be passed on to successor. Include all relevant notices, memos, budget information, etc., produced while executing duties of post.

Special Qualifications:

Has a good general understanding of PTO programs, positions and functions. Familiar with PTO bylaws. Good leadership skills, people skills, and listening skills. Good problem solver and demonstrates initiative.