

Parent Teacher Club Officer Roles and Duties

- All PTC Officers are expected to
 - Remain on PTC for calendar school year
 - Attend monthly meetings
 - Have knowledge of budget and spending
 - Help determine and implement goals, events and activities
 - Supports various school functions
 - Exercises general supervision and leadership over volunteers
 - Helps run the wordpress site
- ❖ President-
 - Oversees and guides all PTC officers
 - Keeps PTC informed on all policy and changes
 - Runs PTC meetings
 - Reports to Board and Director
 - Initiates vote when necessary
 - Oversees organizers of all sub committees
- ❖ Vice President-
 - Acts as advisor to President
 - Conducts meeting in the absence of President
 - Oversees Fundraiser calendar/schedule
- ❖ Volunteer Coordinator-
 - Coordinates volunteers for PTC events and school activities
 - Coordinates with committee leaders
 - Works with staff for volunteer recruitment
 - Ongoing dialog with room parents
- ❖ Secretary-
 - Takes minutes at the meetings and assures they're accurate and posted
 - Keeps log of all meetings and minutes
 - Send to President & Director for approval and post to blog/other
- ❖ Treasurer-
 - Tracks all outgoing expenses for Secretary
 - Runs totals for all PTC events and Fundraisers
 - Logs all budget data
- ❖ MYP Coordinator -
 - Liaison between MYP and PTC
 - Helps coordinate MYP volunteers
 - Helps plan events for MYP