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