

CLOUGH PTO

PRESIDENT JOB DESCRIPTION

Characteristics

- ✓ Willingness to delegate tasks
- ✓ Good listening skills
- ✓ Effective communication skills

Typical Monthly Tasks

- ✓ Prepare for and lead executive board meetings (1-2 hrs)
- ✓ Prepare for and lead PTO meetings (1-2 hrs)
- ✓ Review the treasurer's report
- ✓ Review & respond to PTO email
- ✓ Have regular check-in meetings with the Principal
- ✓ Finalize the activities calendar with the Principal
- ✓ Set the schedule of monthly executive board meetings for the year
- ✓ Assist other board members & volunteers with events

Responsibilities

- ✓ Lead the development of the annual strategy for the PTO
- ✓ Lead general PTO meetings and executive board meetings
- ✓ Serve as the primary contact to the Clough Principal and represent the PTO at meetings of other groups, if needed
- ✓ May lead fundraising activity/events