**Responsibilities of a Susick PTO President**

**Identification**

The PTO president is the leader of the Parent Teacher Organization. They set the vision of the PTO during their term and ensure that our groups meet specified goals set during our school year. They lead all meetings of the general PTO as well as the executive board. They also are the public face of the PTO at school board meetings, PTO leadership meetings at WCS and in the media.

**Responsibilities**

The president has many responsibilities beyond administrative duties, such as appoint the chairperson for special committees, calling monthly meetings, oversees marketing by maintaining a school bulletin board, website, Susick PTO Pipeline and speaking at events such as Kindergarten roundup, Meet and Greet the Teacher Night etc. They help organize special events and teacher appreciation luncheons. They “coordinate” fund-raisers and monitor the monthly budget with the Treasurer. They also recruit and train new officers to help with the leadership transition at the end of her term. Keep the Board informed with any planning of events during the process. Some schools have either the president or secretary create the agenda, however the Susick PTO chooses to have the president create the Agenda for every meeting as they are responsible to ensure everyone is on board to speak on behalf of their efforts. They attend monthly school board meetings and meets with school administrators as needed. They also attend all PTO events to support the organization and to answer any questions that may arise during the PTO event. See bylaws for other responsibilities not noted.

**Time Commitment**

PTO Presidents spend at least three or four hours a week on organizational affairs pertaining to the PTO. They must plan and attend monthly general meetings and executive board meetings and act as an ex officio (a member of a body, a board, committee, council, etc.) who is part of it by virtue of holding another office. The president must be available by phone and email throughout the week and usually serves for one school year unless voted in during the general election in April/May to serve a 2nd term. If the President or other officers wants to run for additional terms beyond the bylaws ruling of 2 unless running unopposed, the membership must vote to waive the rule in order for the Officer to be voted into office for the additional terms. This action must be conducted at a membership meeting and by majority vote.

**Qualifications**

The PTO president must have a child enrolled in the school as the role of president requires "the ability to see the big picture and how each decision will impact the organization and school as a whole." The president must have some knowledge of public speaking and interpersonal communication skills. They must be a strong leader who is organized and can motivate others. They should be able to negotiate with administrators, teachers and parents to find creative, mutually beneficial solutions.

**Insight**

A PTO president cannot do it all by himself. They must have strong responsible board members and coordinators that are able to follow through with all of their responsibilities throughout the year and answer to the president if that doesn’t occur so that arrangements can be made to assist. According to the website PTO Today, the president of the PTO can create a stronger executive board if he defines each job clearly, communicates regularly, helps everyone make decisions as a group, delegates meaningful tasks and makes a point of regularly thanking others and commending them for good work.

**Misconceptions**

**A PTO is not the same as a PTA.** According to PTO Today, the Parent Teacher Organization (PTA) is a formal organization with a nationwide structure and local chapters. Schools with a local PTA chapter pay dues to the national PTA in return for support and a unified voice in national educational policy. In contrast, local **PTO** chapters are not united in a national organization with a unified voice and runs with rules they have established.