

Board Job Descriptions

By joining the Indian Hills Elementary School PTO Board of Directors, you are serving in the governance of the organization (PTO), and you are having a direct impact on our students, families, faculty, and our school.

The following job descriptions clarify what is expected as a member of the IHES PTO Board.

Board Member Requirements

Serving on the board is an honor, a privilege, and a responsibility. To ensure the sustained viability and impact of the organization, and its proper governance, board members must be engaged and complete specific actions. Full Board participation is crucial.

What are the “musts” for every board member?

1. **Know his/her job description:** Every board member understands the basics of what their role is
2. **Attend meetings:** Attends board and committee meetings, and knows the attendance policy set in the by-laws
3. **Read the bylaws:** Each board member must have a copy of the IHES PTO governing bylaws and must read them at the onset (if not before) of service.
4. **Knowledgeable of programs:** Understand the basic elements of PTO programming- from the events we run, to how we provide support for the school, students, and faculty.
5. **Volunteer:** Contributes time to Chair or support coordination of at least one PTO event or activity. Must also work to try and volunteer at PTO functions as available.
6. **Fundraise:** This can take a variety of forms, but everyone has skills that can contribute to this area. This is usually done through support of 1-3 fundraisers throughout the year.
7. **Promote:** Takes opportunities to promote the IHES PTO Program, championing it in school and private interactions
8. **Conflict of Interest:** Makes sure that their actions do not violate the conflict of policy
9. **Policy:** Understands that the board is responsible for setting policy—elements that affect the viability and future of the organization
10. **Develop new board members:** Involved in board development, looking for potential board members.

PTO President Job Description

1. Serves as a lead facilitator for coordination of PTO activities.
2. Understands, supports, and advances IHES PTO's mission.
3. Develops the vision of the PTO and the goals to be achieved.
4. Understands the collective responsibilities of the Board and communicates regularly with the Committee Chairs.
5. Plans, organizes, and presides over Board meetings.
6. Runs meetings with efficiency and consideration for others' time.
7. Calls meetings of the Executive Committee, as necessary.
8. Delegates responsibilities to PTO members commensurate with their abilities and is considerate of the talents of others.
9. Attempts to establish an effective team by creating an enjoyable environment for PTO Members.
10. Serves as an ex officio member to at least one Board Committee.
11. Suggests nominees to the Board and appoints the Chairpersons of Committees, in consultation with other Board Members.
12. Creates ad hoc Committees when necessary, appoints Chairs and Members.
13. Works with Board Members to develop a fundraising strategy and participates in carrying it out.
14. Assures that the Board actions are done in accordance with IHES PTO priorities and governance concerns.
15. Along with other Board Members, approves the annual budget.
16. Provides a year-end summary report of their year in office to provide to the incoming President for the following school year.
17. Has the power to sign checks.

PTO Vice President Job Description

1. Performs President's responsibilities in the absence or incapacity of the President.
2. Participates closely with the President, to develop and implement officer transition plans.
3. Works in partnership with the President to fulfill the PTO's responsibilities.
4. Chairs at least one major Event/Activity Committee.
5. Serves on the Executive Committee.
6. Shall have the IHES PTO bylaws on hand at all Executive Board and general meetings and handles writing of all amendments to the Indian Hills PTO bylaws.
7. Presides over the membership enrollment.
8. Has the power to sign checks.

PTO Secretary Job Description

1. Assumes responsibilities of the President in the absence or incapacity of the Board President, President-Elect, and Vice President.
2. Prepares and distributes correspondence regarding Board business, meetings of the Board and meetings of Committees.
3. Prepares and distributes minutes that correctly reflect all actions taken at Board meetings and include **attendance**, action statements, timelines and responsibilities.
4. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.
5. Assures that all legal documents and official papers are organized and stored; transfers documents to the next secretary.
6. Serves on the Executive Committee.
7. Has the power to sign checks.

Board Treasurer Job Description

1. Chairs the Financial Committee, if applicable.
2. Understands financial accounting for nonprofit organizations.
3. Facilitates and coordinates the preparation of the annual budget.
4. Ensures that bills are paid, transactions are accurately recorded, and banking is managed promptly and accurately.
5. Ensures that financial policies are followed.
6. Ensures that appropriate financial reports are made available to the Board for approval.
7. Prepares financial documents and provides regular financial reports to the Board.
8. Oversees preparation and distribution of annual internal audits by two impartial PTO Members.
9. Serves on the Executive Committee.
10. **Has the power to sign checks.**

Committee (Event or Activity) Chair Job Description

1. Sets the tone for the Committee work.
2. Ensures that members have the information needed to do their jobs **within the budget provided.**
3. Oversees the logistics of Committee's operations.
4. Reports to the Board's Chair.
5. Reports to the full Board on Committee's decisions and recommendations.
6. Assigns work to the Committee Members, sets the agenda, and governs the meetings.