



PTO Chair Responsibilities

Overview:

The PTO Chairperson is a member of the Parent Teacher Organization Executive Committee. The PTO Chairperson serves to provide and assist in collaborative support of the PTO as the leader and main spokesperson for the PTO. In addition to being the key contact, and leading meetings, the Chair will oversee those in other PTO leadership roles by encouraging, directing, and supporting their collective efforts. This position is a two year commitment.

Primary Responsibilities:

- Lead and oversee PTO Executive Committee
- Schedule regular meetings
- Create agenda with input from rest of team
- Direct meeting, delegate jobs, and make decisions as necessary
- Follow up, communicate, and evaluate progress of current affairs
- Oversee PTO fundraising selection, planning, and evaluation
- Oversee appropriation of PTO funds