

## **TJHS PTO Board Member Duties (updated Fall 2017)**

### **President (or Co-Presidents)**

- Shall preside at all meetings
- Shall personally represent Partners or appoint a delegate where representation is advisable
- Shall appoint committees and committee chairs
- Shall ensure Partners comply with the rules, regulations, and policies of TJHS and DPS

### **Vice President (in case of single President)**

- Shall have such powers and perform such duties as may be delegated by the President
- In the absence or disability of the President, shall perform the duties and exercise the powers of the President

### **Secretary**

- Shall keep minutes of all meetings
- Shall keep such other records as directed by the Board
- Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board

### **Treasurer**

- Shall keep the financial records of Partners, prepare a financial report for each meeting, collect dues, pay bills on approval and have custody of all funds and property of Partners

### **Member At Large**

- Shall act as officer and support the board members

Meetings are held monthly on the second Tuesday at 6 pm in room 111. See calendar for dates.

## **TJHS Committee Chair Duties**

### **ArtFest**

- Shall oversee production of annual event
- Shall designate and appoint committees
- Shall represent TJHS in professional manner to the community

### **Auction**

- Shall oversee production of annual event
- Shall designate and appoint committees
- Shall represent TJHS in professional manner to the community

### **Spirit Store**

- Shall manage inventory and coordinate with treasurer
- Shall designate and appoint spirit store volunteers to represent TJ at games and events
- Shall adhere to TJHS brand guidelines

### **Hospitality**

- Shall coordinate with admin/office on dates for teacher/staff appreciation lunches, coffees, holiday and end-of-school gifts, etc.
- Shall liaison with TJHS wellness program provider
- Shall designate and appoint committees

### **Parent Class Liaisons**

- Shall coordinate with TJHS staff counterparts to ensure adequate funds are raised for after-prom beginning freshman year