**PFO Executive Officer Job Duties**

**President:** Shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. Serve as the official representative of the PFO, and retain all official records of the PFO.

**Vice President:** Oversee the committee system of the PFO, aids the president and acts as president in his/her absence. Serves as Parliamentarian, by keeping order at monthly meetings. Serves as the Volunteer Coordinator.

**Treasurer:** Serve as custodian of the PFO’s finances, collect revenue, pay authorized expenses in accordance with the approval of the executive board, report financial activity every month and at other times of the year when requested by the executive board, prepare year-end financial report, facilitate an annual audit, and hold all financial records. Works cooperatively with PFO Certified Public Accountant.

**Correspondence Secretary:** Manage communications and marketing for the PFO including, but not limited to PFO newsletters, email broadcasts, website, bulletin boards, and social media accounts. Responsible for the PFO Membership Drive and prepares Membership Drive roster.

**Reporting Secretary:** Record and distribute minutes of all Executive Board meetings and all General PFO meetings, prepare agendas for official PFO meetings, hold historical records for the PFO. Maintain all records digitally and physically. Responsible for the PFO Membership Drive and prepares Membership Drive roster.

**Committee Chairperson Job Duties**

**Art To Grow On Chairperson(s):** Responsible for organizing and managing the Committee and volunteers. Chair will need to be available for monthly ATGO Board meetings and Project Lessons at the Boys & Girls Club.

**Event Coordinator(s):** Responsible for organizing and managing the Committee and volunteers. Events: Fall Carnival; Mini Olympics; White Point Fun Day; Movie Night; Assembly/Enrichment.

**Fundraising Chairperson(s):** Responsible for organizing and managing the Committee and volunteers. Events: Box Tops; Community Cards; Fun Friday; Family Dinner Night; Jog-A-Thon; Spirit Wear.

**Grant Writing Chairperson(s):** Responsible for organizing and managing the Committee and volunteers. Events: By request, per Chairperson(s).

**Hospitality Chairperson(s):** Responsible for organizing and managing the Committee and volunteers. Events: Kindergarten Welcoming (Aug/Sept); Back to School Night (Sept); Staff Holiday Breakfast (Dec); Teacher Appreciation Week (Spring); Open House (Spring); Talent Show; Culmination Ceremony.

**Technology Chairperson(s):** Responsible for organizing and managing the Committee and volunteers. Area: Computer Lab troubleshooting and support.

**Yearbook Chairperson:** Responsible for organizing and managing the Committee and volunteers. Take pictures throughout the year. Create pages online with training/support.

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