

**John Jay High School PTO
Executive Board Positions and Responsibilities**

Co –Presidents:

Two-year term
Liaise with JJHS Principal and Administration
Attend monthly Parent Council meetings
Conduct monthly Exec. Board meetings
Conduct monthly PTO meetings
Answer PTO concerns from high school parents

Vice President, Administration::

Oversee creation of student directory in late August and maintain directory updates throughout the year
Attend all KL Foundation Board meetings(4-6) in the role of PTO liaison.
Manage new family outreach
Oversee committee chairs

Vice President, Communications:

Take meeting minutes at Exec. Board and PTO meetings and upload to PTO website
Provide PTO news to Principal for submission in high school newsletter and/or create PTO newsletter
Maintain JJHS PTO Facebook page, website and other social media
Interface with KLSJ Communications Specialist, as appropriate

Vice-President, Finance:

Manage PTO budget
Manage receipts to and disbursements from PTO checking account
Create monthly financial reports
Maintain PTO insurance policy
Manage soft fundraisers I.e. Target, DeCiccios, Box Tops, etc and/or establish committee to manage

Committee Chairs:

Freshman Potluck
Picture Day
Winter Wonderland
Spring Fling
Other fundraising committees, as needed