

President



Purpose: Lead, oversee, and serve as key contact for PTO.

Prerequisites/Requirements: Ability to work with a variety of people in positive non-judgmental manner; strong organizational skills; understanding of the history of the program and mission; ability and commitment to lead and attend monthly Executive Board meetings; ability and commitment to regularly meet with school administration; and, ability and commitment to meet with Pacifica School District representatives as requested or necessary. Prior service of at least one year on the Executive Board is recommended.

Job Responsibilities

- Call and chair all executive board, and general meetings.
- Have oversight of PTO communication between executive board, ombuds and teachers, and serve as liaison.
- Act as official representative and spokesperson for Ocean Shore School PTO.
- Appoint board members to attend subcommittee meetings (eg. EAT, DLG, Safety).
- Appoint chairs and members for special committees.
- Call emergency meetings of the executive board.
- Act as liaison among classrooms/grades and between parent body and school administration.
- Ensure first meetings of the year for all standing committees are scheduled and publicized.
- Supervise work of officers and standing committees.
- Oversee ASEP roles, Hours Recorder, PSD Parent Council Rep, Evaluations Chair, and Webmaster.
- Follow through on executive board directions with the help of the Vice Presidents.
- Assist teachers and ombuds in mediating parent concerns with the help of the Vice Presidents and the Principal when appropriate.
- Meet regularly with school administration (typically at least once a month) by email, video conference or in person.
- Communicate regularly with Pacifica School District. Superintendent typically hosts three (3) meetings for PTO Presidents at District office.

- Screen items for closed executive board meeting; invite to closed Board; write letters at Board direction.
- Oversee creation of yearly calendar with the help of the Vice Presidents.

Financial Responsibility: General Oversight of Budget. Authorized signatory for the checking accounts.

Hours recording procedure: Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours earned: Full Commitment.

Term: July 1 to July 31 of the following year

Selection Process: Elected by General Membership

Candidates

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Revised 5/23