

# 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,).
- 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
- 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 the Pacifica School District. The Superintendent typically hosts three (3) meetings for PTO Presidents at the 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.
- Conduct or delegate the conduct of an annual program evaluation in order to determine the effectiveness of Ocean Shore School in meeting its stated goals and objectives.

**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

**Revised 4/24**