

President

- Coordinate the work of the officers, committee chairs, and other representatives of the PTO to promote the purposes of the PTO
- Work towards achieving open and collaborative communication between the PTO, the AIS Board, and the Head of School
- Ensure PTO open meetings are scheduled on a monthly basis and virtual meeting options are available
- Perform other duties as per the by-laws or assigned by the PTO Executive Committee

Vice President

- Assist the President and perform the duties of the President in the absence of the President
- Represent the PTO at meetings and functions at the discretion of the President
- Perform other duties as assigned by the President or the PTO Executive Committee or per the by-laws

Secretary

- Record, distribute, and maintain accurate minutes of all meetings, maintain all records and files of the PTO, and send all notices of meetings and other matters as are required by these by-laws or as may be requested by the President
- Perform correspondence duties and perform other duties as assigned by the President of the PTO Executive Committee

Treasurer

- Receive and keep a record of all monies generated by PTO activities
- Review and reconcile all records concerning the PTO bank account
- Working with a designated employee of AIS, maintain all records concerning the PTO bank account, including account statements, and keep all such records, books of account and other records concerning the account, including statements, receipts, budgets, invoices, etc
- Draft the annual PTO budget
- Ensure committee chairs are working within their allocated budget
- Make a full report of the year's income, expenses, and balance sheet to-date at the Annual General Meeting

Volunteer Coordinator

- Recruit and oversee recruitment of PTO members to all volunteer positions
- Ensure volunteer positions are filled at PTO events (bake sale, pizza Friday, uniform exchange, etc)
- Work with the PTO Executive Committee to plan and schedule the year's activities
- Perform other duties as assigned by the President or the PTO Executive Committee

Room Parent Coordinator

- Recruit and oversee the recruitment of parents for all room parent positions
- Ensure that room parents communicate all information about upcoming events to the other parents at least 2 weeks before each event
- Ensure that room parents communicate with the teachers at least monthly to discuss any needs the teachers might have and to identify ways in which the parents can support the teacher
- Perform other duties as assigned by the President or the PTO Executive Committee