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Section 1. The President shall:

- a. Meet with the Principal and his/her administrative assistant in June to determine the Board meeting schedule and set up the PTO calendar for the following year.
- b. Order school folders at least four weeks before school starts.
- c. Create and distribute meeting agendas 24 hours prior to PTO meetings.
- d. Preside over all General Membership and PTO meetings.
- e. Ensure completion by the Treasurer and President of a preliminary budget for presentation and ratification by the Board and General Membership at Back to School Night.
- f. Ensure completion of PTO packet for distribution at beginning of school year.
- g. Post events and information on PTO social media outlets, including Facebook and Instagram. .
- h. Create standing committees with approval from the Board.
- i. Serve as ex-officio member of all committees.
- j. Interpret, oversee and delegate appropriately for all school functions, activities, and programs as needed throughout the school year.
- k. Coordinate location, invitations and food for PTO Holiday Party.
- l. Ensure completion of Years of Service Awards.
- m. Ensure bylaws are updated by the end of term.
- n. Introduce incoming President at annual Installation Dinner.
- o. Serve as advisor to incoming PTO President and Board when appropriate.
- p. Other duties as deemed necessary.