

Available HBES PTO Board Positions for the 2017-2018 School Year

President Elect

- to assume the office of President at the expiration of term.
- to preside at all Board meetings and general membership meetings in the absence of the President.
- to be responsible for the developing budget and oversee Budget Committee.
- to assist the President as needed.
- to maintain a binder or folder for the purpose of organization and training of successor.

Vice President Marketing & Communication

- to compile and distribute weekly news via email
- to oversee outside sign board
- to maintain HBES PTO website
- to oversee the following committees: School Directory
- to be responsible for the compilation, creation and distribution of the school directory
- to be responsible for correspondence, minutes in absence of Secretary
- to conduct one meeting at the beginning of each school year to train your committee volunteers and chairpersons.
- to be overseer of the HBES Facebook page
- to maintain a binder or folder for the purpose of organization and training of successor.

Treasurer

- to have custody of all funds of the PTO.
- to keep a full and accurate account of receipts and expenditures.
- to make disbursements as authorized by the President of PTO Board in accordance with the budget as adopted by the PTO.
- to present a financial statement at every meeting of the Board and at other times when requested.
- to be responsible for the maintenance of such books of account and record. The Treasurer's accounts will be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of the fact at the end of the report.
- to obtain a tax account for the purposes of filing a general tax return in a timely manner.
- to insure sufficient reserves are held in account.
- to maintain a binder or folder for the purpose of organization and training of successor.
- to manage and maintain a relationship with the current banking institution

Volunteer Coordinator

- to work with the PTO and staff to determine volunteer needs.
- to oversee committees as needed
- to conduct one meeting at the beginning of each school year to train your committee volunteers and chairpersons.
- to serve as an administrator for the PTO manager website
- to maintain a binder or folder for the purpose of organization and training of successor.

Member at Large (1)

- to assist other officers with their duties and responsibilities as needed
- to chair the annual Family Fun Night
- to organize the annual Skate Night in the spring
- to maintain a binder or folder for the purpose of organization and training of successor