

PTO President

Overview	<p>This is an officer position in the PTO. This position has check-signing authority. This position works with the Wilkins Principal to set the direction for the PTO.</p> <ul style="list-style-type: none">• Is familiar with PTO mission and goals, Wilkins Principal, teachers, and staff.• Is knowledgeable about all PTO events and projects, financials, and WHSD policies and procedures that affect PTO activities.• Supports other PTO officers and coordinators as necessary.• Motivates parents to become active in the PTO.• With other officers, makes decisions about the budget and spending money in the absence of PTO meeting attendees.
Planning and management	<p>Assesses active volunteers to plan and establish program year events and projects. Runs PTO in accordance with WHSD Booster Club policy.</p>
Finance	<p>Works with Treasurer to establish the budget, set fundraising goals.</p>
Communication	<p>Works with Principal to communicate PTO goals and projects to teachers. Communicates field trip budgets to teachers once budget has been set.</p>