

Rock Ridge PTO

400 Heritage Ave, Castle Rock, CO 80104



Executive Board Job Description for PRESIDENT

- Set public meetings dates and times with Principal/Assistant Principal
- Collect committee event dates/times/locations for master calendar; check for conflicts; obtain approval from Principal/Assistant Principal
- Speak at staff meetings as needed (1-3 times a year)
- Recruit/interview committee chairs as needed
- Create/approve budgets
- Approve committee flyers and obtain approval through DCEF as needed
- Work with VP of Communication to email flyers to school contact for approval for folder distribution as needed
- Timely respond (24-48 hours) to daily communications from executives, school and committee chairs
- Write and prepare speeches/presentations for:
 - Back to School night
 - Fundraiser kick-off assemblies
 - Kindergarten orientation
 - Other events as needed
- Attendance at monthly public PTO meetings and 2-4 executive board meetings per school year
- Attendance at DCEF meetings (usually semi-annual)

Meeting Preparation:

- Get all agenda items to Secretary prior to meetings

During the Meeting:

- Discuss issues/resolutions
- Keep meeting running on schedule