



**2023-2024 Open Officer Positions Duties & Responsibilities**  
Interested parents should email Crystal Lambert at [pto@stjoevanschool.org](mailto:pto@stjoevanschool.org)

The Recording Secretary shall:

- Keep all records of proceedings of the PTO and distribute copies to Board Members within two weeks
- Assist the President with PTO correspondence
- Assist the President in maintaining good communication with Board Members

The Treasurer may include:

- Receive and deposit all funds collected in the name of the PTO
- Keep a complete record of all deposits and disbursements
- Present comprehensive monthly financial reports to the PTO Board
- Monitor actual vs budget expenses and income
- In consultation with the Executive Officers, prepare a proposed budget for the following school year to be tabled at the April meeting
- Ensure that all monies raised by the PTO are secured on church property by a designated paid employee of St. Joseph Catholic Parish.

The Room-Parent Coordinator shall:

Ensure that every Elementary class of each grade level has at least one Room Parent, and communication occurs to the Middle School Parents

- Maintain and distribute an updated contact list of the Room Parents
- Coordinate all communications from the PTO to Room Parents