

# **WESTBROOKE PARENT TEACHER ORGANIZATION**

## **PRESIDENT OR 2 CO-PRESIDENTS**

**The President or Presidents shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.**

## **VICE-PRESIDENT (1ST, 2ND, & 3RD)**

**The vice presidents shall assist the President or Presidents and carry out the President's duties in his or her absence or inability to serve. This is the duty of each vice president.**

## **RECORDING SECRETARY**

**The secretary shall keep all records of the organization and take and record minutes. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to the meetings.**

## **CORRESPONDING SECRETARY**

**The corresponding secretary shall handle correspondence of the organization, including email and phone messages and send notices of meetings to the membership.**

## **TREASURER (1 & 2)**

**The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.**

## **BOARD POSITIONS**

**PRESIDENT**

**VICE-PRESIDENT  
FIRST, SECOND, AND  
THIRD**

**RECORDING  
SECRETARY**

**CORRESPONDING  
SECRETARY**

**TREASURER 1 & 2**

**[WWW.WESTBROOKEPTO.COM](http://WWW.WESTBROOKEPTO.COM)**