



**NORTH SHORE MIDDLE SCHOOL
PARENT TEACHER STUDENT ORGANIZATION (PTSO)
EXECUTIVE BOARD JOB OPENINGS AND RESPONSIBILITIES
FOR 2017-2018**

a. Co-President (2 year term): The Co-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, prepare the agendas of all General Membership Meetings and Executive Board Meetings, and coordinate the work of all the officers and committees in order that the purpose of the Organization be served. At the conclusion or discontinuation of his or her term, the outgoing President must provide all pertinent information/documents to the incoming President. The President will read and sign a copy of these bylaws before beginning his or her term.

b. The 6th, 7th and 8th Grade Representatives (1 year term): The 6th, 7th and 8th Grade Representatives shall assist the Co-Presidents and shall carry out their respective duties as outlined by the Executive Board in the Spring of the previous year. These Grade Representatives shall carry out all duties consistent with the support of their respective grades and will oversee all committees that function to support fundraisers and PTSO sponsored student activities for the school year. A second 8th grade rep may be either elected or appointed to help with end of year activities. The 8th Grade Representative will have one voting right between them. At the conclusion or discontinuation of his or her position, the Grade Representative(s) must provide all pertinent information/documents to Page 4 of 14 the incoming Grade Representatives(s). Each Grade Representative will read and sign a copy of these bylaws before beginning his or her term.

c. Treasurer (2 year term): The Treasurer shall receive all funds of the Organization, keep an accurate record of receipts and expenditures, make timely deposits in the PTSO bank account, and pay out funds in accordance with the annual budget, with the approvals of the Executive Board and the Membership where required. Additionally, the Treasurer will comply with mandates of Article IX of the PTSO bylaws. He or she will prepare an annual budget for approval by the Membership at the first annual meeting of the academic year and will present a financial statement at every meeting as well as at other times when requested by the Executive Board, and make a full report at the end of the year. At the conclusion or discontinuation of his or her term, the Treasurer will provide all pertinent information/documents to the incoming Treasurer. The Treasurer will read and sign a copy of these bylaws before beginning his or her term.