

The PTSO Executive Board Job Descriptions are as follows:

(Please refer to a more precise description of the duties of each officer in our PTSO Bylaws.)

If you are interested in joining our PTSO and serving in one of these capacities, please contact us at info@BirdPTSO.com.

President – PTSO

The PTSO President presides at all meetings and coordinates the work of the officers and committees of the PTSO and directs the work to fulfill the purpose of the PTSO, providing programs as directed by the PTSO for the students, parents, staff and Bird High School.

Vice President - PTSO

The Vice President serves to back up the President whenever she cannot be present to preside over meetings or fulfill her other duties. She also will run either the fall or spring fundraiser, usually a plant sale, or any other type of fundraiser the board chooses at her recommendation.

Secretary – PTSO

The recording secretary will attend all meetings and record the minutes of the meetings. She will provide all board members a copy of the minutes and post them on the PTSO Bulletin Board and PTSO Website.

Treasurer – PTSO

The Treasurer will keep account of receipts and expenditures of the PTSO. She will ensure rules are followed and all paperwork is complete before issuing any funds. She will provide financial statements to the board at each meeting, have the books audited each summer, and adhere to all of the rules and regulations stated in the PTSO bylaws regarding the treasury