

PATH Job Descriptions

President - shall preside at all meetings of the organization and all Executive Board meetings. He/She shall sign checks and be an ex-officio member of all standing committees with the exception of the Election Committee. He/She will work with the school to observe district and general school policies. He/She must have served on the Executive Board in at least one previous position within the school year immediately prior to the school year he/she serves as President (unless there are no available people on the current board). The President has the responsibility to approve the calendar including all fundraising activities deferring final approval to the Principal.

Vice-President(s) - shall act for and in the absence of the President, or in the case of a vacancy in the office of the President, he/she shall assume the duties of the President temporarily. The elected officers shall recruit and elect from among themselves a President or Co-Presidents. He/She shall oversee the annual fundraising campaign and shall serve as the Coordinator of all special events for fundraising or to promote school spirit.

First Vice-President - shall chair the corporate sponsorship program.

Secretary - shall provide the minutes from the previous voting members - checking that roll when necessary. They shall bring to general PATH meetings progress reports/minutes.

Parliamentarian - shall bring to this organization specific information in the field of parliamentary procedures to ensure proper meeting management. They shall be the authority on the Constitution and By-Laws adopted by the organization. They shall advise the President in matters pertaining to operational procedures, meetings, and elections. They shall head the nominating committee.

Treasurer - shall receive all organization funds and deposit them in the name of the organization in a bank(s) approved by the Executive Board. He/She shall keep accurate records, payout sums on the instruction of the Executive Board and shall present a Statement of Account, Revenue and Expense Statement with comparison to the budget at every general membership meeting and when requested by the Executive Board. He/She shall prepare Year End Financial Statements consisting of Statement of Account, Revenue and Expense Statement submitted for approval by the September Executive Board/ General Meeting. He/She shall prepare annual tax returns with an accountant approved by the Executive Board.

Room Parent Coordinator - shall work closely with the room parents and grade level coordinators for their grade level and report any concerns/problems to the Executive Board. He/She will serve as the first line of the networking system (e-mail and phone tree) for the parents.

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Safety Coordinator - shall oversee the traffic safety and emergency preparedness. He/She shall serve on the school Safety Committee comprised of the Principal and faculty/classified representatives.

Hospitality Coordinator - shall oversee the teacher appreciation luncheon, staff holiday party and parent orientation/volunteer tea. He/She shall be responsible for refreshments for other meetings as deemed necessary by the President(s).

Digital Communications Coordinator - shall manage PATH's website, mass email communications and any supporting digital communications.