**Responsibilities of a Susick PTO Treasurer**

**Identification**

The Treasurers main role is the money manager of the board.

**Responsibilities**

They are responsible to be organized, detail-oriented and good with numbers. They maintain the bank account and files pertinent to finances, and informs the board regarding the feasibility of purchases. They also attend PTO events to support the organization and to answer any questions that may arise during the PTO event. They are the key person to count all monies collected during a PTO event as well as appoint another board member to assist for checks and balances. Keep the Board informed with any planning of events during the process. See bylaws for other responsibilities not noted.

**Time Commitment**

PTO Treasurer spends at least three or four hours a week on financial responsibilities as well as assisting the organizations affairs pertaining to the PTO. They must attend monthly general meetings and executive board meetings to answer any questions pertaining to the financial documents. They serve for one school year unless voted in during the general election in April/May to serve a 2nd term. If they or other officers want to run for additional terms beyond the bylaws ruling of 2 unless running unopposed, the membership must vote to waive the rule in order for the Officer to be voted into office for the additional terms. This action must be conducted at a membership meeting and by majority vote.

**Qualifications**

The PTO Treasurer must have a child enrolled in the school. They should be able to assist and negotiate with administrators, teachers and parents to find creative, mutually beneficial solutions. They should also have a thick skin, politely reprimanding those who don't adequately follow the board's financial policies, particularly that of supplying receipts and following other record-keeping procedures.

**Misconceptions**

A PTO is not the same as a PTA. According to PTO Today, the Parent Teacher Organization (PTA) is a formal organization with a nationwide structure and local chapters. Schools with a local PTA chapter pay dues to the national PTA in return for support and a unified voice in national educational policy. In contrast, local PTO chapters are not united in a national organization with a unified voice and runs with rules they have established.