

TOTEM FALLS



RAVENS

Totem Falls PTO

Did you know?.....

- The Secretary shall be responsible for providing notice of meetings 3 to 5 days prior to and shall be responsible for keeping full and accurate minutes of all meetings of the PTO and Executive Board. These records shall be open to the inspection of any voting member at all reasonable times. The Secretary shall be responsible for collecting proxy votes for Executive Board positions prior to the May general membership. The Secretary shall attend to all correspondence relative to the affairs of the PTO other than such duties in these by-laws assigned to other officers. The Secretary shall be responsible for the writing, publication and distribution of the school directory as well as oversee the content of the PTO web page.
- The Treasurer shall maintain a record of all financial transactions of the PTO and shall be chairperson of any budget committee. The Treasurer shall also be responsible for investment of PTO records and property and, along with the President or Co-Presidents, sign all deeds, leases and contracts on behalf of the PTO that shall be properly authorized by the Executive Board. The Treasurer is responsible for the filing of the IRS form 990 as well as ensuring all state and federal documentation and reporting occurs as necessary.