

President

- Will provide leadership to and develop leadership within the PDO;
- Prepare for, schedule, and preside over PDO board meetings.
- Prepare for, schedule, and preside over PDO general member meetings.
- Serve as a liaison between parents, teachers, school administration and church communities.
- Coordinate the work of all the officers and committees in support of the PDO mission.
- Work with the Vice President to ensure a smooth leadership transition for incoming board members.

The President serves a one-year term.

Vice-President

- Support and work with the President for one year prior to taking office.
- Assist the President and carry out the President's duties in his or her absence or inability to serve.
- Including attending executive and general board meetings.
- Promotes the participation of the entire school-wide community.
- Assist the President in developing the agenda for PDO board and general meetings.
- Work with the outgoing PDO board to facilitate the leadership transition.

After completion of the one-year elected term, the Vice President will automatically assume the office of President the following year.

Secretary

- Keep and organize all records of the PDO.
- Record all meeting minutes and share via email with the PDO executive board.
- Share meeting minutes with Media/PR Chair to make available on website for all members.
- Complete PDO newsletter as requested by the President and/or Vice President.
- Maintain all meeting notes, bylaws, amendments, rules, membership lists, and any other necessary supplies, and bring them to meetings.
- Archive all documents at the end of the year.
- Work with the incoming President to ensure PDO records are organized and ready to handoff during leadership transition.
- Coordinate with the Admin Office on how to communicate with the parent group to send updates and reminders.

The Secretary is a two-year elected term

Volunteer Coordinator

- Collaborate with other PDO board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at school as volunteers.
- Oversee volunteer recruitment, training and assignments.
- Promote PDO goals, membership, and activities.
- Identify people needing financial background checks and send them to the front office to fill out forms. Keep a list for the year.

The Volunteer Coordinator is a two-year elected term.

Fundraising Coordinator

- Work with the Chair of each event to set a budget, advertising plan, coordinate any needed actions.
- Follow up with event chair at the end of fundraising events to review and make adjustments for next year.
- Provide a summary of each fundraising event to the PDO board.
- Ensure that fundraising events are in accordance with school policies.

The Fundraising Coordinator is a two-year elected term.