# 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 Admin Office on how to communicate with 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.*

# FundraisingCoordinator

* 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.*