

The President shall:

- Call, preside, and set agendas of, all meetings of the PTO
- Appoint the chairpersons of special committees and sit on all committees of the PTO ex-officio, except the Nominating Committee
- Receive notices of committee meetings, as well as all communications dispersed by the committees
- Represent the PTO to all other parish organizations
- Be vested with any and all executive authority necessary to the proper performance of the above duties

The Vice President shall:

- In the absence of the President, shall perform all duties of the President
- Appoint the three (3) members of the Nominating Committee as outlined in Amendment #3 to Article IV of the Constitution
- Organize and prepare all communications to the General Membership and publicity of PTO events per the guidelines in Amendment #1 to Article VI. Distributions of the By-Laws
- Encourage the school community to attend and participate in PTO activities
- Perform duties as they are assigned to this office

The Secretary shall:

- Record and keep a permanent record of all meetings of the PTO
- Attend to all correspondence of the PTO not coming under the jurisdiction of another officer
- Maintain and keep updated a list of the members of the PTO
- Keep the master copy of the Constitution, By-Laws, meeting minutes, and voting record of the St. Theresa Catholic School PTO.

The Treasurer shall:

- Receive disbursement requests which are then forwarded to the Principal and/or Pastor for approval and disbursement by the Parish Business Office in accordance with the Parish Office's policies and procedures
- Maintain the PTO financial records and shall be subject to an audit at any time by any member of the PTO
- Keep all PTO treasury records, including a line item budget, and deliver the records to the succeeding Treasurer
- Provide profit and loss numbers to the President to be included in the agenda for the next Executive Board meeting