

# President-Elect Job Description

---

## Randolph PTO

**Role:** To spend one year shadowing the PTO President and preparing to become President the second year of her/his term. Help provide leadership, vision, accountability and management of the PTO organization. Chair Nominations Committee in February.

**Skills/Competencies:** Highly organized and effective communicator. Must be competent in Microsoft Excel, Microsoft Word and e-mail. Well connected to all aspects of Randolph Middle School.

**Time Commitment:** This role is a 2 year commitment. Must attend all Board meetings in addition to occasional other teams or committees that require PTO leadership presence.

**General Job Description:**

- Preside at meetings of the membership and the Board when the President is unable to attend.
- In February chair the Nominating Committee in accordance with the PTO by-laws.

**Non-negotiables:** Accessible to staff, parents and volunteers. Prompt follow through and a genuine desire to strengthen the relationship between RMS staff and parent community. Member of PTO. Registered CMS Volunteer.

**Reports "through":** President

**Elected by:** Nominating Committee and General PTO membership for 2-year term, one year as President Elect and one as President

**2016/17 Chair & Contact Information:** Lia Benton (liabenton@outlook.com; 704-533-1629)

9/6/17