



Busan Foreign School Parent Teacher Support Organization (BFS PTSO)

OFFICER DESCRIPTIONS

OFFICERS

President

- Preside over all meetings of the PTSO.
- Preside over all meetings of the PTSO's Executive Board.
- Represent the organization at meetings outside of the organization.
- Serve as the primary contact for the Principal and Administration.
- Delegate responsibilities to Officers and members when needed.
- Appoint special committees as needed.
- Serve as the ex officio member of all committees.
- Liaison between the PTSO and the school Administration.
- Liaison between the PTSO and the Teachers.
- Work with the Administration to set targets for where money should be spent and present targets to the Executive Board.
- Lead officers and members in a goal setting process.
- Coordinate the work of all the officers and committees so that the purpose of the organization is served.
- Be responsible for approving all activities and events regarding the PTSO.
- Maintaining Busan Foreign Schools Traditions.
- Maintain the PTSO notebook and present the notebook to the incoming President.
- Have a good command of the English language (our common language).
- Uphold the By-Laws as written and directed by the Busan Foreign School Administration.

Vice President

- Preside at all meetings in the absence of the President.
- Perform the duties of the President in his/her absence, resignation, or inability to serve.
- Support the President in his/her daily tasks.
- Attend all PTSO member and board meetings.
- Attend and support all PTSO events.
- Work with the President in maintaining the PTSO notebook.

BFS PARENT TEACHER SUPPORT ORGANIZATION

- Have a good command of the English language (our common language).
- Uphold the By-Laws as written and directed by the Busan Foreign Schools Administration.

Secretary

- Attend monthly Officer and PTSO meetings.
- Prepare a sign-in sheet for all PTSO meetings, collect sheet following the meetings adjournment.
- Prepare, with the help of the President an Agenda for all monthly meetings.
- Record and transcribe all monthly meeting minutes for review and approval.
- Distribution of the agenda and minutes to the PTSO members.
- Prepare PTSO correspondence as needed.
- Prepare PTSO flyers as needed for activities, news, and events.
- Hold a copy of the PTSO Bylaws, Procedures, and a current membership list.
- Maintain the PTSO website.
- Store the meeting agendas, meeting minutes, and other relevant materials in the PTSO notebook.
- Have a good command of the English language (our common language).
- Uphold the By-Laws as written and directed by the Busan Foreign Schools Administration.

Treasurer

- Attend monthly Officer and PTSO meetings.
- Present a financial statement at all monthly meetings.
- Payout funds in accordance with the approval of the executive board.
- Act as a custodian of funds and perform all banking activities.
- Receive all funds of the PTSO; including but not limited to, donations, membership fees, fundraising sales, and contributions.
- Maintain up-to-date, accurate financial records of the PTSO.
- Reconcile the bankbook monthly.
- Organize and distribute change boxes as needed for all events.
- Include an end of the year report in the PTSO notebook.
- Have a good command of the English language (our common language).
- Uphold the By-Laws as written and directed by the Busan Foreign Schools Administration.

Teacher Representative

- Teacher Advisory Representatives serve as ex officio member of the PTSO Officers in order to facilitate the flow of information regarding the needs of the school.
- Attend PTSO meetings.
- Attend and support all PTSO functions when available.
- Uphold the By-Laws as written and directed by the Busan Foreign Schools Administration.

COMMITTEE CHAIRS

Spirit Committee Chair

The Spirit Committee Chair is a fun and energetic leader that will work with the Busan Foreign Schools Athletics Department and the PTSO to coordinate and support the athletic events of the school.

Responsibilities include:

- Maintaining a sporting events calendar and reporting on upcoming events at member meetings.
- Maintaining the Spirit Cheering items in the PTSO room.
- Making sure that Spirit Cheering items are transported to all athletic events for parents to use.
- Making sure all items are returned back to the PTSO room after an event.
- Informing the PTSO board of ways that we can help promote the Spirit at Busan Foreign School, i.e., walks for parents and students, etc.

Hospitality Committee Chair

The hospitality Committee Chair is a caring and friendly leader that will work with the BFS PTSO Officers to ensure that everyone feels welcome during PTSO organized events.

This includes:

- Greeting new PTSO members
- Prepare, maintain and distribute the PTSO New members welcome pack
- Assist the PTSO Officers to organize on an ad hoc basis small events outside the school for members (luncheons, breakfasts, city walks, etc.)
- Ensuring snack and beverages are available during the monthly PTSO meetings
- Assisting the PTSO Officers to plan for school wide events