

2019/2020 CSI PTO Board Description/Duties

President or Co-Presidents (Maximum 2 Co-Presidents)

- Shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, prepare the agenda and represent the organization at meetings outside the organization.
- Will also serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Vice-President

- Shall act as an aide to the President/Co-Presidents
- Performs the duties of the President/Co-Presidents in his/her absence.
- Community/School liaison
- Oversees community events
- Works with school administration to follow school and district rules and regulations

Director of Fundraising

- Oversee Fundraising Committee
- Create Calendar of fundraising events
- Works with school administration to follow school and district rules and regulations

Secretary

- Records the minutes of the meetings.
- Takes and keeps a roster of all members attending each PTO meeting.
- Disperses the minutes to all members.
- Maintain current and past records for seven years.

Treasurer or Co-Treasurers (Maximum 2 Co-Treasurers)

- Must have a basic knowledge of accounting principles.
- Cannot be related by blood or marriage or reside in the same household as each other and/or the Auditor and/or authorized signers of checks.
- Has custody of all funds of the PTO.
- Keeps full and accurate account of receipts and expenditures.
- Makes disbursements as authorized by the President, Executive Board or organization in accordance with the budget adopted by the PTO.
- Has checks signed by two of the following: President, Co-President, Vice President or Treasurer
- Presents a proposed budget to the Executive Board for approval.
- Presents a financial statement at every meeting of the organization and other times when requested by the Executive Board.
- Shall prepare all tax statements for all taxing authorities as may be required. All such tax statements shall be reported to the membership at a regular business meeting.
- At the end of his/her term, assist the incoming Treasurer and President in review of the books.

Auditor

- Prepares mid year audit completed in January and presents a written report to the PTO board at the February meeting.
- Prepares year-end audit in July and presents a written report to the PTO board for review in August.
- Audit books upon resignation of the Treasurer or any check signers at any time deemed necessary.
- Not be related by blood or marriage or reside in the same household as the financial officers and/or authorized signer of checks.
- Voted in by regular vote.

Parliamentarian

- Attend all meetings for the organization and for the board and give necessary advice in the parliamentary procedure when requested.
- Call the first meeting of the nomination committee, conduct election of a chairman and give instruction in procedure, and may be contacted for additional information. Can serve on the nomination as a member of the nominating committee.
- Voted in by regular vote.