



CSIPTO
Campbell School Of Innovation PTO

PTO Executive Board Position General Responsibilities

(For detailed descriptions please visit www.csipto.com/bylaws. All current executive board members are happy to discuss our own involvement levels with anyone who is interested in nominating themselves www.csipto.com/contact.)

To serve on the 2023-2024 Board, all Executive Board Members:

- Must be current (2022-2023) members of CSI PTO (all parents/guardians whose child attends Campbell School of Innovation and all CSI staff).
- Must attend one Executive Board meeting per month and one bi-monthly General PTO meeting during the school year.
- Follow Robert's Rules of Order.
- Work with school administration, and the PTO Executive Board to follow school and district rules and regulations.
- Are volunteers, are flexible, and help out in all areas as needed. Executive Board members are all unpaid volunteers who contribute as much of their own time as they have to give.

President or Co-Presidents:

The President is responsible for maintaining a relationship with school administrators, through open discussions and weekly check-ins. This position needs to understand the needs and goals of the school and align the PTO programs and events accordingly. The President works with each Board member to maintain and grow the depth in which the PTO connects with, and works with the CSI community.

Vice President:

The Vice President works closely with all members of the Executive Board; in supporting various administrative tasks. The VP largely focuses on member engagement by building our online CSI Community through social media platforms and the PTO website.

Treasurer or Co-Treasurers:

The Treasurer is in charge of tracking all of the PTO's money. This role is responsible for managing the PTO's bank account, PayPal account, and accounting software. While this is a hands-on role which requires some work most days, the majority of that work is simple accounting and data tracking. The position requires more work when the PTO manages in-person fundraising events.

Secretary/Parliamentarian:

The Secretary/Parliamentarian is two combined roles because of the natural overlapping of responsibilities. This Secretary/Parliamentarian is responsible for taking official notes during all Executive Board meetings and General PTO Meetings; and then ensuring those notes are posted as official "meeting minutes". This role is responsible for keeping all meetings productive and concise by monitoring and enforcing time limits against agenda topics. The Secretary/Parliamentarian is responsible for maintaining the PTO official bylaws, and announcing proposed amendments. These bylaws are important in maintaining order and keeping our 501c3 non-profit status.

Director of Communications:

The Director of Communications works closely with all members of the Executive Board to manage the success of all PTO communications. This role is responsible for ensuring all PTO communications are clear, concise, effective, efficient, and consistent across all channels (website, social media, flyers, etc.).

Director of Programs:

The Director of Programs is responsible for spearheading various PTO sponsored programs and community events (such as Dining Out and the Room Coordinator program). This role communicates with all General PTO members who are interested in volunteering. The Program Director also helps to start up new programs, while continuing to support the efforts of existing programs to ensure their success.

Director of Fundraising:

The Director of Fundraising maintains the annual plan for fundraising for the entire school year. Establishes an event procedure for each event. Develops, appoints chairpersons, organizes and helps execute any volunteer committees associated with any school fundraisers. Oversees and provides supervision and guidance to fundraising committees as they complete their necessary tasks.