



PTO

## CMIT SOUTH PTO EXECUTIVE BOARD – OPEN POSITIONS (SY2021- 2022)

If you are interested in becoming a candidate for one of the open positions, please complete the candidate form by October 29<sup>th</sup>, 2021.

(form: <https://forms.gle/XYib7NZcKFvyG33X7>)

You must be a PTO member to hold any of these positions.

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Here are the open positions and a description of roles and responsibilities:

**President.** Great leadership, coordination, good communication and collaboration skills, organized and good steward of money, ideas and follow through ability; clear vision of the goals of the organization; good team spirit.

- ▶ **Reside** over meetings of the organization,
- ▶ Serve as the primary contact for the principal and CLF Administration
- ▶ **Represent** the Organization at meetings outside the Organization or designate a representative
- ▶ **Coordinates** the work of all the officers and committees in order that the purpose of the Organization be served.
- ▶ **Designate** the chairman for all committees
- ▶ **Serve** as a co-signer on all checks and assumes responsibility for signing all contracts and facility and use forms.

**Vice- President.** Great leadership, good communication, collaboration and organization skills, and understanding of the goals of the organization and team spirit.

- ▶ **Assist** the president, by **carrying out** the President's duties in his or her absence or inability to serve,
- ▶ **Serve** as ex-officio member of all committees,
- ▶ **Coordinate** the planning of the PTO Committee Recognition event
- ▶ **Perform** other delegated duties as assigned.



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**Volunteer Coordinator-** Great collaboration, organizing and communications skills; some event planning skills; and patience. Ability to multi-task.

- ▶ **Support** planning, coordination, and organization of school PTO sponsored events with PTO leads.
- ▶ **Organize** school tours (when they resume)
- ▶ **Organize** PTO Calendar of Activities
- ▶ **Work closely** with the President on all PTO sponsored activities as needed.
- ▶ **Work with the committee leads** to ensure all appropriate documents and processes are followed and communicated with PTO and school Administration.
- ▶ **Serve as a liaison** with school, teacher, and parent leads for school PTO supported programs

**Treasurer-** Organizing and communication skills; Excellent money management skills; Background in finance, budgeting, and/or accounting; Experience with Quicken, PayPal, Zelle, and other money management software or tools.

- ▶ Organize, Collect, and Reconcile all funds of the Organization; keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approved fiscal year budget and as directed by the Executive Board. He/she shall assist in the auditing process year-end and upon change of treasurer by a certified auditor or an auditing committee of 3 general members.
- ▶ Organize and Coordinate All fundraising activities as well as the Vice President/ President.
- ▶ Collect and Record financial data, recording, and reporting fundraising activities. He or she will present a financial statement at all General, Annual, Special, and Executive Board meetings and when requested by the Executive Board, Prepare and file all necessary tax forms.
- ▶ Prepare and Report the preparation of the annual budget in collaboration with the Executive Board and report monthly on actual income and expenditures for the current balances on all existing PTO accounts and monies. Prepare and file all necessary tax forms.



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**Recording Secretary** - Great collaboration, organizing and communication skills; some experience with websites, google docs, and other Microsoft products; Ability to multi-task.

- ▶ **Organize** Recording Secretary. The Recording Secretary shall keep all records of the organization such as minutes, bylaws, policies and procedures, guidelines, membership list, and committee member lists school tours (when they resume)
- ▶ **Organize and document** discussions and publish minutes of all meetings conducted by the Executive Board and General membership.
- ▶ **Support and work closely with** the Corresponding Secretary in the publication of the Student Directory. He/she shall perform other delegated duties as assigned.
- ▶ **Work closely** with the President and Vice President on all PTO sponsored activities as needed.

**Corresponding Secretary** - Great collaboration, organizing and communication skills; Excellent time management skills; Experience working with Instagram, Facebook, and Twitter; Some experience with Google calendar, email and Microsoft software products.

- ▶ **Create, Organize and Disseminate** all incoming and outgoing correspondence including but not limited to publications, notices, newsletter postings and meeting agendas.
- ▶ **Organize and Coordinate** the maintenance of the website, newsletter postings, and membership listing
- ▶ **Support and work closely with** the Recording Secretary in his or her absence to perform those duties.. He/she shall perform other delegated duties as assigned.
- ▶ **Work closely** with the President and Vice President on all PTO sponsored activities as needed.



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## **Parent Representative (3 each) – Directors for Middle School and High School**

Strong organizing, listening and communication skills; Positive Influencer for CMIT South PTO and school;

- ▶ **Support Middle and High School Parents by serving as the voice** to parent issues and concerns to the Executive Board. Identify new program possibilities based on the needs of the CMIT South parent body. Help to support communication with Administration where needed.
- ▶ **Organize and Facilitate** program opportunities with the various classes and student government body within the Middle or High School . Bring ideas to the Executive Board for review.
- ▶ **Direct and Guide new parents to the CMIT South Family** help parents and students navigate the process and tools used at CMIT South. Work closely with the volunteer coordinator for activities pertaining to the area you support – Middle or High School.