

# PTO Elections for 2021/2022 School Year

Thank you for your interest in the Cornelius Elementary PTO Board. Serving on the Board is very rewarding, but also a significant responsibility and time commitment. In order to ensure that our members are able to support the school, our committees, and each other, we have provided a summary of all positions and job duties below for candidate review.

## **PTO President**

**Responsibilities:** Plans and manages all PTO General, Executive, and Committee Meetings and all PTO duties. Works with Committee Chairs to coordinate duties. Acts as a liaison with school administration, SLT, students, parents, and teachers.

## **PTO President Elect**

**Responsibilities:** Shadows the President, so he/she may transition into the President role at the end of the President's term. Assist the President with some of the responsibilities. Attends all Board and Committee meetings and volunteers at all major PTO events.

## **PTO Vice President of Fundraising**

**Responsibilities:** Coordinates and oversees all fundraising activities. Manages fundraising goals/budget; provides updates at General PTO meetings. Researches new fundraisers and helps with volunteer recruitment for fundraisers.

## **PTO Vice President of Communications**

**Responsibilities:** Coordinates and oversees all communication for the PTO. Maintains PTO website, posts to FB and sends PTO weekly newsletter. Assists in creating promotional materials for PTO events and initiatives.

## **PTO Treasurer**

**Responsibilities:** Manages the funds for the organization by keeping full and accurate accounts of receipts/expenditures. Knowledge of QuickBooks and accounting principles helpful. Presents a current financial statement and reports at all General PTO meetings. Prepares annual budget with the Board. Files taxes and helps with annual audits.

## **PTO Secretary**

**Responsibilities:** Keeps meeting minutes at all PTO meetings. Sends out meeting minutes for approval. Ensures the by-laws are followed. Ensures voting quorums. Maintains school marquee with up-to-date information.

## **Member at Large**

**Responsibilities:** The member-at-large will assist other Executive Board Members, as needed, in the management of events, special projects and new member training. This position will provide guidance gained from Board experience and may perform the duties assigned to other Board or Committees in the absence or inability of that officer/chair to serve.

**Please note:** Board members are required to attend all monthly Board and Committee Chair meetings and volunteer at all major PTO events such as Meet the Teacher, Silent Auction, Cougar Dash and Celebrate the Arts. A Board term is two years.