



CMIT SOUTH
ELEMENTARY
PTO



**ROLES &
RESPONSIBILITIES**

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**CMIT SOUTH ELEMENTARY PTO BOARD
ROLES & RESPONSIBILITIES**

SY 2022-2024 PTO EXECUTIVE BOARD ELECTED POSITION DESCRIPTIONS

CMIT SOUTH ELEMENTARY SCHOOL (CMITSES) PTO GENERAL BODY HAS ELECTED TO CHANGE THE BYLAWS TO ACCOMMODATE A NEW BOARD STRUCTURE. THIS STRUCTURE NOW INCLUDES EIGHT (8) POSITIONS TO INCLUDE: TWO (2) CO-PRESIDENTS, VICE PRESIDENT (VP) OF OPERATIONS, VP OF COMMUNICATIONS, VP OF FINANCE, VP OF COMMUNITY ENGAGEMENT, TREASURER, AND SECRETARY. ALL PERSONS RUNNING FOR A POSITION ON THE BOARD MUST BE A CURRENT MEMBER OF THE PTO AND MUST MAINTAIN SUCH STATUS THROUGHOUT THE TERM. ALL MEMBERS OF THE BOARD ARE EXPECTED TO ATTEND MONTHLY BOARD AND GENERAL BODY MEETINGS. FAILURE TO ATTEND THREE (3) CONSECUTIVE BOARD MEETINGS WITHOUT NOTICE OR IF THE BOARD MEMBER ENGAGES IN CONDUCT WHICH THE BOARD DETERMINES TO BE INJURIOUS TO THE ORGANIZATION OR ITS PURPOSES, THE BOARD MAY BY TWO-THIRDS (2/3) AFFIRMATIVE VOTE OF ALL BOARD MEMBERS, TAKE ACTION AS IT DETERMINES APPROPRIATE, WHICH MAY INCLUDE REMOVAL FROM THE BOARD. NO POSITION ON THE BOARD ACTS INDEPENDENTLY. ALL BOARD POSITIONS WORK TOGETHER AS SOME DUTIES WILL REQUIRE OVERLAP TO ENSURE THE PURPOSE OF THE PTO IS SERVED.

I. CO-PRESIDENT A (INWARD FACING)

- A. THE PERSON IN THIS ROLE SHOULD POSSESS LEADERSHIP, COMMUNICATION, AND MANAGEMENT SKILLS.
- B. CO-PRESIDENT A SHALL PRESIDE OVER THE VP OF OPERATIONS AND VP OF FINANCE.
- C. SERVE AS COSIGNER ON ALL CHECKS.
- D. ASSUMES RESPONSIBILITY FOR SIGNING ALL CONTRACTS, SUCH AS UNIFORMS, SCHOOL PICTURES, ETC.
- E. BE PRESENT AT AND PRESIDE OVER ALL GENERAL PTO AND EXECUTIVE BOARD PTO MEETINGS ON A PRESCRIBED ROTATING BASIS OR DESIGNATE ANOTHER EXECUTIVE BOARD MEMBER TO ACT IN ABSENCE.
- F. COORDINATE THE WORK OF ALL OFFICERS AND COMMITTEES UNDER THEIR PURVIEW OF RESPONSIBILITY
- G. REPRESENT THE PTO AT MEETINGS OUTSIDE THE GENERAL MEMBERSHIP OR DESIGNATE A REPRESENTATIVE FROM THE BOARD.
- H. CREATE AND PUBLISH THE ANNUAL PTO CALENDAR BY THE FIRST PTO MEETING OF THE SCHOOL YEAR IN COLLABORATION WITH THE EXECUTIVE BOARD
- I. ACT AS THE OFFICIAL SPOKESPERSON FOR THE ORGANIZATION
- J. SERVE AS PRIMARY POINT OF CONTACT (POC) BETWEEN THE PTO AND CMIT SOUTH ELEMENTARY SCHOOL'S ADMINISTRATION, CHESAPEAKE LIGHTHOUSE FOUNDATION (CLF) AND PRINCE GEORGE'S COUNTY PUBLIC SCHOOL SYSTEM (PGCPS).
- K. COORDINATE MONTHLY MEETING WITH SCHOOL ADMINISTRATIVE STAFF AND ADVISE SCHOOL ADMINISTRATION REGARDING PARENTS, TEACHERS AND STUDENTS CONCERNS
- L. ENSURE THE ORGANIZATION ACTS IN ACCORDANCE WITH THE BYLAWS SET FORTH AND APPROVED BY THE GENERAL MEMBERSHIP AND RULES GOVERNING PTO BOARDS WITHIN PGCPS.

**CMIT SOUTH ELEMENTARY PTO BOARD
ROLES & RESPONSIBILITIES**

- M. INVITED TO SERVE AS AN ADVISOR TO THE EXECUTIVE BOARD AT THE END OF TERM TO ENSURE CONTINUITY.
- N. RESPONSIBLE FOR APPOINTING OTHER MEMBERS TO SERVE ON THE BOARD AS NEEDED WITH APPROVAL FROM THE PTO BOARD.
- O. BE A MEMBER EX-OFFICIO OF ALL COMMITTEES EXCEPT THE NOMINATING COMMITTEE.
- P. CO-SIGN DONATION RECEIPTS.

II. CO-PRESIDENT B (OUTWARD FACING)

- A. THE PERSON IN THIS ROLE SHOULD POSSESS LEADERSHIP, COMMUNICATION, AND MANAGEMENT SKILLS.
- B. CO-PRESIDENT B SHALL PRESIDE OVER THE VP OF COMMUNICATIONS AND THE VP OF COMMUNITY ENGAGEMENT.
- C. ASSUMES RESPONSIBILITY FOR SIGNING ALL CONTRACTS, SUCH AS UNIFORMS, SCHOOL PICTURES, ETC.
- D. BE PRESENT AT AND PRESIDE OVER ALL GENERAL PTO AND EXECUTIVE BOARD PTO MEETINGS ON A PRESCRIBED ROTATING BASIS OR DESIGNATE ANOTHER EXECUTIVE BOARD MEMBER TO ACT IN ABSENCE.
- E. REPRESENT THE PTO AT MEETINGS OUTSIDE THE GENERAL MEMBERSHIP OR DESIGNATE A REPRESENTATIVE FROM THE BOARD.
- F. COORDINATE THE WORK OF ALL OFFICERS AND COMMITTEES UNDER THEIR PURVIEW OF RESPONSIBILITY.
- G. CREATE AND PUBLISH THE ANNUAL PTO CALENDAR BY THE FIRST PTO MEETING OF THE SCHOOL YEAR IN COLLABORATION WITH THE EXECUTIVE BOARD.
- H. ACT AS THE OFFICIAL SPOKESPERSON FOR THE ORGANIZATION.
- I. BE A MEMBER EX-OFFICIO OF ALL COMMITTEES EXCEPT THE NOMINATING COMMITTEE.
- J. SERVE AS PRIMARY POINT OF CONTACT (POC) BETWEEN THE PTO AND CMIT SOUTH ELEMENTARY SCHOOL'S ADMINISTRATION, CHESAPEAKE LIGHTHOUSE FOUNDATION (CLF) AND PRINCE GEORGE'S COUNTY PUBLIC SCHOOL SYSTEM (PGCPS).
- K. ENSURE THE ORGANIZATION ACTS IN ACCORDANCE WITH THE BYLAWS SET FORTH AND APPROVED BY THE GENERAL MEMBERSHIP AND RULES GOVERNING PTO BOARDS WITHIN PGCPS.
- L. INVITED TO SERVE AS AN ADVISOR TO THE EXECUTIVE BOARD AT THE END OF TERM TO ENSURE CONTINUITY.
- M. RESPONSIBLE FOR APPOINTING OTHER MEMBERS TO SERVE ON THE BOARD AS NEEDED WITH APPROVAL FROM THE PTO BOARD.
- N. BE A MEMBER EX-OFFICIO OF ALL COMMITTEES EXCEPT THE NOMINATING COMMITTEE.
- O. CO-SIGN COMMUNICATION AND COMMUNITY ENGAGEMENT RELEASES.

**CMIT SOUTH ELEMENTARY PTO BOARD
ROLES & RESPONSIBILITIES**

III. VICE PRESIDENT OF OPERATIONS

- A. ASSIST THE CO-PRESIDENTS AS NEEDED AND ACCEPT RESPONSIBILITIES DELEGATED BY THE PRESIDENTS AND/OR THE EXECUTIVE BOARD.
- B. PERFORM THE DUTIES OF THE PRESIDENT IN THE EVENT BOTH CO-PRESIDENTS ARE UNAVAILABLE.
- C. SHALL ASSUME THE DUTIES OF ACTING PRESIDENT SHOULD BOTH CO-PRESIDENTS RESIGN THEIR POSITIONS UNTIL SUCH TIME AS A NEW CO-PRESIDENTS ARE ELECTED.
- D. ASSURE ALL CONTRACTS OR OTHER LEGALLY BINDING DOCUMENTS ARE DULY APPROVED BY THE BOARD PRIOR TO SIGNING SUCH A CONTRACT OR DOCUMENT. ALL CONTRACTS AND LEGAL BINDING DOCUMENTS SHALL BE JOINTLY EXECUTED ALONG WITH ONE OF THE CO-PRESIDENTS.
- E. RESPONSIBLE FOR THE MANAGEMENT OF PTO SUPPLIES, EQUIPMENT, OFFICE MAINTENANCE, AND LOGISTICAL SUPPORT.
- F. SHALL PERFORM OTHER DELEGATED DUTIES AS ASSIGNED BY THE CO-PRESIDENTS.
- G. DELIVER TO THE SUCCESSOR IN OFFICE, ALL RECORDS IN THEIR POSSESSION BY THE FISCAL YEAR END OF THEIR ELECTED TERM OR VACATION OF THEIR OFFICE.

IV. VICE PRESIDENT OF FINANCE

- A. SHOULD POSSESS A FINANCIAL BACKGROUND, BE DETAIL ORIENTED, AND OVERSEE THE FINANCIAL ASPECT OF THE PTO.
- B. ASSIST THE PRESIDENT IN ORDER THAT THE PURPOSE OF THE PTO BE SERVED
- C. MANAGE 501C3 AND ENSURE YEARLY TAX FILINGS ARE MADE TO THE INTERNAL REVENUE SERVICE (IRS) TO MAINTAIN ACTIVE STATUS IN CONJUNCTION WITH ASSISTANCE FROM TREASURER.
- D. RESPONSIBLE FOR SUPERVISION OF THE TREASURER IN THE MANAGEMENT OF PTO FUNDS.
- E. MANAGE PTO BANK ACCOUNT ALONG WITH TREASURER AND ASSIST TREASURER IN MAINTAINING FINANCIAL ACCOUNTS, SUCH AS, PAYPAL, VENMO, ZELLE, CASHAPP, STRIPE, AND CLASSROOM PARENT.
- F. SHALL BE AN AUTHORIZED SIGNER FOR THE FINANCIAL ACCOUNTS OF THE ORGANIZATION AND CANNOT BE MARRED OR RELATED TO ANY OTHER AUTHORIZED SIGNERS FOR THE ORGANIZATION'S ACCOUNT.
- G. SHALL WORK CLOSELY WITH THE TREASURER AND EXECUTIVE BOARD TO DEVELOP PTO ANNUAL BUDGET FOR PRESENTATION AND APPROVAL OF THE MEMBERSHIP AT THE FIRST PTO MEETING.
- H. SHALL WORK WITH THE TREASURER TO PROVIDE A DETAILED MONTHLY BUDGET REPORT TO THE BOARD.
- I. COSIGN DONATION RECEIPTS.
- J. SHALL PERFORM OTHER DELEGATED DUTIES AS NEEDED.
- K. DELIVER TO THE SUCCESSOR IN OFFICE, ALL RECORDS IN THEIR POSSESSION BY THE FISCAL YEAR END OF THEIR ELECTED TERM OR VACATION OF THEIR OFFICE.

**CMIT SOUTH ELEMENTARY PTO BOARD
ROLES & RESPONSIBILITIES**

V. VICE PRESIDENT OF COMMUNICATIONS

- A. THIS PERSON SHOULD POSSESS COMMUNICATION SKILLS AND/OR MARKETING BACKGROUND, EFFECTIVE WRITING SKILLS, BE KNOWLEDGEABLE WITH VARIOUS SOCIAL MEDIA PLATFORMS INCLUDING FACEBOOK, TWITTER, INSTAGRAM, AND CLASSDOJO.
- B. ASSIST THE PRESIDENT IN ORDER THAT THE PURPOSE OF THE PTO BE SERVED.
- C. MANAGE CLASSROOM PARENT AND MANAGE MEMBERSHIP DRIVES.
- D. RECRUIT COMMUNICATIONS COMMITTEE/TEAM MEMBERS TO ASSIST IN THE EFFECTIVE MANAGEMENT OF THE PTO COMMUNICATIONS (FLYER DISTRIBUTION & POSTING, SANDWICH BOARDS & PTO MEMBERSHIP).
- E. RESPONSIBLE FOR THE CREATION AND DISSEMINATION OF ALL INFORMATION ON ALL PTO PLATFORMS TO INCLUDE PTO WEBSITE, SOCIAL MEDIA, CLASSDOJO, SANDWICH BOARDS, POSTERS AND CLASSROOM PARENT.
- F. MAINTAIN AND ADMINISTER PTO COMMUNICATIONS POLICY AND APPROVED SOCIAL MEDIA ACCOUNTS.
- G. MANAGEMENT OF PTO WEBSITE AND RESPONSIBLE FOR PTO MARKETING AND BRANDING EFFORTS.
- H. SHALL SET UP AND COORDINATE LIVE STREAM OF ALL PTO MEETINGS AND OVERSEE AND COORDINATE PROMOTION OF EVENTS AS ENVISIONED BY COMMITTEE CHAIRS.
- I. SHALL POST VIDEOS OF MEETINGS TO THE PTO WEBSITE, IN ADDITION TO MEETING MINUTES (TO BE PROVIDED TO THE SECRETARY) WITHIN 72 HOURS OF MEETING.
- J. WORK CLOSELY WITH THE SECRETARY, PTO BOARD MEMBERS AND COMMUNICATIONS COMMITTEE IN CRAFTING LANGUAGE FOR VARIOUS MESSAGING AND COMMUNICATIONS TO THE SCHOOL AND MEMBERSHIP.
- K. REVIEW PTO PRESENTATIONS FOR BRANDING AND MESSAGING CONTINUITY.
- L. SHALL PERFORM OTHER DELEGATED DUTIES AS NEEDED.
- M. DELIVER TO THE SUCCESSOR IN OFFICE, ALL RECORDS IN THEIR POSSESSION BY THE FISCAL YEAR END OF THEIR ELECTED TERM OR VACATION OF THEIR OFFICE.
- N. SERVES AS COORDINATOR FOR THE CMIT SOUTH ELEMENTARY NEWSLETTER.

VI. VICE PRESIDENT OF COMMUNITY ENGAGEMENT

- A. ASSIST THE PRESIDENT IN ORDER THAT THE PURPOSE OF THE PTO BE SERVED.
- B. ORGANIZE COMMITTEES REQUIRED FOR ACTIVITIES TO ENGAGE THE STUDENT BODY AND STAFF TO BUILD MORALE AND PRIDE WITHIN OUR TIGER FAMILY.
- C. RECRUIT COMMITTEE CHAIRPERSONS AND MEMBERS TO CARRY OUT ACTIVITIES, FUNDRAISING DRIVES AND EVENTS.
- D. SERVE AS THE ADVISOR FOR VARIOUS COMMITTEE CHAIRPERSONS AND ACT AS A LIAISON BETWEEN CHAIRPERSON, THE EXECUTIVE BOARD AND THE SCHOOL ADMINISTRATION.

**CMIT SOUTH ELEMENTARY PTO BOARD
ROLES & RESPONSIBILITIES**

- E. ORGANIZE DRIVES, COORDINATE EVENTS, AND DETERMINE WHAT CHARITABLE ACTIVITIES AND ORGANIZATIONS TO SUPPORT WITHIN THE SCHOOL YEAR TO SUPPORT COMMUNITY OUTREACH.
- F. STAY ABREAST OF LOCAL PROGRAMS/DRIVES OUTSIDE OF THE PTO TO LIMIT OVERLAP.
- G. PROVIDE EVENT DETAILS TO VP OF COMMUNICATIONS AS AGREED UPON TO ENSURE TIMELY MARKETING OF EVENTS.
- H. SHALL PERFORM OTHER DELEGATED DUTIES AS NEEDED.
- I. DELIVER TO THE SUCCESSOR IN OFFICE, ALL RECORDS IN THEIR POSSESSION BY THE FISCAL YEAR END OF THEIR ELECTED TERM OR VACATION OF THEIR OFFICE.
- J. THIS POSITION WILL BE RESPONSIBLE FOR ORGANIZING ALL ACTIVITIES.

VII. TREASURER

- A. THIS POSITION REQUIRES A PERSON WITH A FINANCIAL BACKGROUND, SHOULD BE DETAIL ORIENTED, ABLE TO RESPOND TO FINANCIAL REQUESTS AND REIMBURSEMENTS WITHIN THREE (3) BUSINESS DAYS. IDEALLY, THE REIMBURSEMENTS WILL BE PROCESSED THE SAME DAY AS RECEIVED IF SENT BEFORE 8PM.
- B. SHALL BE AN AUTHORIZED SIGNER ON THE ORGANIZATIONS BANK ACCOUNT WITH AUTHORITY TO SIGN ALL CHECKS WITH ONE OF THE FOLLOWING BOARD MEMBERS: CO-PRESIDENTS OR VP OF FINANCE. AUTHORIZED SIGNERS SHALL NOT BE RELATED BY BLOOD.
- C. RESPONSIBLE FOR MAKING PURCHASES AND PAYMENTS ON BEHALF OF THE ORGANIZATION.
- D. SHALL PROVIDE REIMBURSEMENTS UPON PRESENTATION OF A PROPER RECEIPT(S).
- E. KEEP AN ACCURATE RECORD OF ALL RECEIPTS AND TRANSACTIONS (INCOMING/OUTGOING FUNDS) IN A PERMANENT LEDGER OR FOLDER TRANSFERRABLE TO FUTURE TREASURERS AND SUCH DOCUMENTS MAINTAINABLE FOR 7 YEARS.
- F. WORKS CLOSELY WITH THE VP OF FINANCE IN MANAGING THE PTO BUDGET, PAYMENT WEBSITES, AND FUNDRAISING EFFORTS.
- G. MANAGE CREDENTIALS AND ENSURE SET-UP OF POSSIBLE DONATION PLATFORMS SUCH AS AMAZON, BOX TOPS, LOCAL GROCERY STORES, ETC.
- H. RESPONSIBLE FOR CONDUCTING A MONTHLY RECONCILIATION OF ALL FINANCIAL TRANSACTIONS. WILL WORK WITH THE VP OF FINANCE TO COMPLETE THE RECONCILIATION PRIOR TO EACH EXECUTIVE BOARD MEETING AND/OR GENERAL BODY MEETING. MAINTAIN AND TRACK DONATIONS TO THE PTO.
- I. MAINTAIN AND TRACK MONETARY AND IN-KIND DONATIONS TO THE PTO. PROVIDE DONOR RECEIPTS WITHIN 10 DAYS OF DONATION. WITHOUT EXCEPTION, ALL DONATION RECEIPTS SHOULD BE PROVIDED BY JANUARY 31ST OF THE YEAR FOLLOWING THE DONATION.

**CMIT SOUTH ELEMENTARY PTO BOARD
ROLES & RESPONSIBILITIES**

VIII. SECRETARY

- A. CREATE AGENDAS AND SLIDES FOR MEETINGS WITH INPUT FROM THE CO-PRESIDENTS AND OTHER MEMBERS OF THE EXECUTIVE BOARD.
- B. SHALL MAINTAIN PTO CALENDAR INCLUDING INTERNAL AND EXTERNAL MEETINGS & ALL PTO EVENTS. SHALL SEND MEETING NOTIFICATIONS TO ALL BOARD MEMBERS IN A TIMELY MATTER.
- C. SHALL PROVIDE CALENDAR REVIEW AT ALL PTO BOARD MEETINGS.
- D. SHALL MANAGE AND MAINTAIN CONTACT INFORMATION FOR ALL BOARD MEMBERS AND SCHOOL ADMINISTRATION AND STAFF AND POST TO PTO SHARED DRIVE.
- E. SHALL ENSURE UPDATED AND CURRENT MASTER SCHOOL CALENDAR IS AVAILABLE ON PTO SHARED DRIVE.
- F. Keep track of all Members, Board, and Teachers contact information.
- G. RESPONSIBLE FOR RECORDING MEETING MINUTES AND COMPILING UPDATES FROM MONTHLY PTO MEETINGS, PTO BOARD MEETINGS AND MEETINGS WITH SCHOOL ADMINISTRATION.
- H. SHALL PROVIDE VP COMMUNICATIONS WITH GENERAL PTO MEETING MINUTES FOR POSTING TO THE PTO WEBSITE WITHIN 48 HOURS OF MEETING.
- I. MAINTAIN EMAIL ACCOUNT AND CREATE FOLDERS TO ORGANIZE CONTENT AND DOCUMENTS SO THAT INFORMATION CAN BE EASILY FOUND AND ACCESSED
- J. RESPOND TO ALL EMAILS AND PHONE CALLS WITHIN 48 BUSINESS HOURS
- K. MAINTAIN A CURRENT COPY OF THE BYLAWS AND STANDING RULES OF THE ORGANIZATION.
- L. NOTIFY BOARD MEMBERS OF ANY COMMUNICATIONS WITHIN THEIR PURVIEW OR FOR GENERAL BOARD RESPONSE.
- M. WORK WITH VP OF COMMUNICATIONS TO ENSURE GENERAL BODY MEETING SLIDES ARE ACCURATE FOR POSTING TO MEMBERSHIP.
- N. MAINTAIN A LOG OF VOLUNTEER HOURS BY PTO MEMBERS.
- O. THE SECRETARY SHALL PERFORM ANY ADDITIONAL DUTIES AS DIRECTED BY THE PRESIDENTS AND THE BOARD.