



## **CASLV Cadence PTO**

### **Available Position Descriptions**

#### **Secretary**

The Secretary is primarily responsible for recording the official activities of the board, maintaining an archive of these activities, and maintaining communication between the PTO, school administration, and teachers.

The Secretary shall:

1. Ensure that all information about events is approved and communicated to school administration, staff, and teachers.
2. Maintain and organize all non-financial records of the PTO in a secure, shared online location that only Board members can access.
3. Maintain a list of all current teachers' names and room numbers.
4. Keep track of PTO-related website/email sign-in and password info, resetting when necessary.
5. Monitor and respond to emails sent to PTO from school administration, staff or teachers or delegate to the response to the appropriate person.
6. Hold a copy of the PTO bylaws, current membership list, free dress pass template, and events calendar.
7. Record the official minutes of the meetings of the PTO Board and forward copies to each PTO Board member within two weeks of the recorded meeting.
8. Circulate the minutes from the preceding PTO meeting.
9. Attend to gestures of appreciation and sympathy on behalf of the PTO, and thank you cards to vendors.
10. Provide official PTO documentation at any meeting as requested.
11. Provide a printed copy of the bylaws and code of conduct to each newly elected PTO Board member prior to the first regular PTO meeting.
12. In coordination with the Director of Events and Fundraising, gather event records from every PTO Event Chair and archive them. These records should be kept in a shared electronic location that all current and future board members can access and in a secure location at the school.
13. In coordination with Non-Event Committee Chairs, collect any official records and archive them. These records should be kept in a shared electronic location that all current and future board members can access and in a secure location at the school.
14. Act as Chair for assigned committees where needed.
15. Other duties as assigned by the Board.
16. Follow the PTO Code of Conduct for PTO Board Members.



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### **Director of Logistics**

The Director of Logistics is primarily responsible for CASLV PTO on-campus support.

The Director of Logistics shall:

1. Track fulfillment of all merchandise in coordination with the board member assigned duties in Article VII, Section 8 of bylaws.
2. Facilitate on-campus delivery of orders in coordination with the board member assigned duties in Article VII, Section 8 of bylaws.
3. Track and maintain inventory of PTO merchandise and provide details to appropriate board members. Inventory checks should be completed at the beginning and end of the school year, after sales events, and as requested by the Board.
4. Facilitate volunteer check-in for events in coordination with the Director of Membership and Volunteers.
5. Meet vendors at school as needed.
6. Run the swag and information table at all school or PTO events or delegate a proxy to run the table for that event.
7. In coordination with the event chair, identify the inventory needed for all events with a PTO swag table in advance of the event.
8. In coordination with the Director of Membership & Volunteers, recruit and train needed volunteers.
9. Act as Chair for assigned committees where needed.
10. Other duties as assigned by the Board.
11. Follow the PTO Code of Conduct for PTO Board Members