

Madden Elementary School PTO

Plan of Work

Position	Parliamentarian
Position Type	Elected - Board
Role Overview	<p>The Parliamentarian shall keep order, without vote*, at all PTO meetings in accordance with the latest revision of "Robert's Rules of Order."</p> <p>The Parliamentarian is to ensure smooth and efficient running of all PTO meetings.</p> <p>*Parliamentarian retains a vote as a member of PTO for the purpose of elections. They do not have a vote in Board decisions.</p>
Budget for Role Activities	\$0.00

Required Activities	Start Date	Completion Date	Notes	Budget
Attend all PTO meetings			Assist President in maintaining order and smooth flow of all meetings	

Resources