

Madden Elementary School PTO

Plan of Work

Position	President
Position Type	Elected – Executive Board
Role Overview	The President shall preside at all meetings of the members of the Board without vote. However, a vote may be cast at Board and General Meetings in the event of a tie and shall have full voting rights in all elections. Appoints with advice and consent of the Board, the chairpersons of any general or special committees; have supervision of any general, executive and administrative powers related to PTO subject to control of the Board; implement the general directives, plans and policies formulated by the Board. Shall be authorized to sign on all bank accounts as one (1) of two (2) required signatures on all checks. The President of the Board must have served on the Board for one year in some capacity in the Past.
Budget for Role Activities	

Required Activities	Start Date	Completion Date	Notes	Budget
Prepare calendar of activities with School Administration	June	July		\$
Facilitate Transition of all Board and Committee Chair Positions following Elections	May	July		\$
Prepare Agendas for monthly meetings	1 week prior to meeting			\$
Preside at monthly PTO Meetings			● First Tuesday of the Month at 6 PM, except when impacted by school holidays	\$
General facilitation of all PTO activities				

Resources