

CPA PTO Officer Position Descriptions (per PTO bylaws, 3/28/2019)

President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, and serve as an ex-officio member of all committees except the nominating committee, appoint special positions with non-voting rights as necessary to conduct business; such as Committee Chairs, so that the purpose of the organization is served.

Vice President (HS). The VP (HS) shall assist the president and carry out the president's duties in his or her absence or inability to serve. VP (HS) will be the high school representative.

Vice President (MS). The VP (MS) shall also assist the president and carry out the presidential duties in the absence of VP (HS). The VP (MS) will be the middle school representative.

Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes' book, by laws, rules, membership list, and any other necessary supplies, and brings them to meetings.

Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement and have a copy of the last monthly bank statement on hand for review at every meeting. A full financial report will be presented at the end of the year.

Sargent of Arms/Parliamentarian. The Sargent of Arms/parliamentarian shall maintain order at all meetings per Robert's Rules of Order. The parliamentarian is appointed by the president.