

Caughman Road Elementary

PTO HAS POSITIONS AVAILABLE FOR 2021-2022 SCHOOL YEAR!



Positions Available

Click on Link

<https://forms.office.com/Pages/ResponsePage.aspx?id=mc2OcflqA0eiK-33pL7Y3enFhze-ZXxOmEJYSHVihLpUNTFQzY4OEpyTzNVRFBQUDDFSFJIRkNE-NC4u>

QR Code



We hope you will consider joining our CRES PTO Board!

Are you interested in seeking a volunteer position on CRES Parent Teacher Organization Board (PTO) for the 2021-2022 school year? If so, please click on the link below or QR Code and submit the interest form by Friday, June 4, 2021. We are looking for individuals who are dedicated to contributing to the success of the school by helping to promote positive communication and relationships within the school and community, being a team player, as well as, being creative in planning and/or organizing various programs and activities that will aid in providing financial assistance and support.

President- Is the person who oversees the PTO Board. They lead, preside and coordinate the work of the officers elected to the board and work closely with the following: Vice President, other elected officers on the board and the Administration Team. The President schedules board/general meetings, design agendas for the meetings, assist with setting/monitoring the budget as well as, delegate whenever needed.

Vice President- Is the person who assist the President rather present or absent. In the event something happens to the President he or she must be willing to perform the duties of the President. The Vice President performs and/or assist with duties delegated to them by the President.

Secretary- Is the person responsible for keeping precise minutes of all board/general meetings, maintaining documentation in a secure location, designing a PTO calendar of events and helping to recruit committee chairpersons and volunteers for events as well as, performing other delegated duties when required.

Treasurer- These individuals maintain accurate PTO accounting records of all money the PTO receives and deposits it in the bank, are responsible for all funds, make disbursements as properly authorized, are the only individuals to handle money during school events when collected, prepare financial reports for each meeting and ensures that a proposed budget is established and submitted for approval at the general membership meeting of the year. All decisions about expenditures should be made and voted on during a meeting,

Fundraiser Coordinator- These individuals establish community relationships to host fundraising events, make calls and arrange events, get volunteers to assist with events and prepare flyers to be sent home.

Parliamentarian-Is the person who ensures that the meetings and procedures are conducted in accordance with the bylaws, standing rules, Robert Rules of Order and other applicable laws, policies and regulations governing the operation of the PTO are followed.