



CLS PTO OFFICER job descriptions

President: Desire to serve, with guidance from the Lord, as a leader of CLS PTO with the best interest for the school and our students. Enjoy a willingness to designate tasks and encourage others in leadership. Serve as the key contact for the PTO. The position is eligible for a returning parent or guardian.

- Pray for the school, the staff and families of CLS.
- Prepare an agenda and preside at each PTO meeting. Send a copy of every upcoming meeting agenda to each officer.
- Submit a PTO report to monthly school board meetings in person or via email or delegate this task to another officer.
- Meet and communicate with the other PTO officers and special event coordinators on a regular basis so that the year-around and on-going PTO goals can be met.
- Communicate with the administrator throughout the year regarding events and assist with effective communication with all families of the school.

Vice President: Desire to serve, with guidance from the Lord, as a leader of CLS with the best interest for the school and our students. Enjoy a willingness to designate tasks and encourage others in leadership. The position is eligible for a returning parent or guardian.

- Pray for the school, the staff and families of CLS.
- Meet and communicate with the other PTO officers.
- Assist the president with preparing agenda items and attend each PTO meeting.
- Perform the tasks of the president in the event the president is absent or unable to serve.
- Ideally, be willing to serve as president in the future.

Secretary: Desire to serve, with guidance from the Lord, as a leader of CLS with the best interest for the school and our students. Have effective communication and computer skills. This position may be held by a first year parent or guardian.

- Pray for the school, the staff and families of CLS.
- Meet and communicate with the other PTO officers.
- Assist the president with preparing agenda items and attend each PTO meeting.
- Record minutes at each officer and general PTO meeting. Type and print the minutes in a timely manner for distribution and approval at each upcoming general meeting.
- Maintain a complete file of all approved agendas and minutes on the school computer.