PBCCS PTO Board Position Descriptions

President: This person shall serve as leader and key contact for the PTO; preside at all PTO meetings; ex-officio member of most committees; coordinate the work of the officers and committees so that the PTO’s objectives can be met.

Vice President: This person shall act as an aide to the President; perform the duties of the President in the absence or inability of that or any other officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board.

Treasurer: This person shall be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed, prepare the books for an annual audit.

Secretary: This person shall keep the minutes of all general meetings and all meetings of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents; keep the calendar of events for the PTO board.

Classroom Parents Coordinator: This person(s) shall serve as a liaison between the classroom teachers and “Room Parents,” as well as administration and the PTO executive board. Position duties shall include: helping to obtain room parents for each classroom, training
Mission: Powell Butte Community Charter School will develop the ability to think critically, communicate effectively, and excel academically. Through place-based learning our students will become stewards of their environment and community.

of Room Parents, communicating with all designated Room Parents to support classroom projects, planning and executing all class parties, helping PTO organize special supports for teachers/staff during conferences/professional development days as needed.

**Faculty Representative:** This person shall serve as a liaison between the PTO Board and the PBCCS staff. She/he shall perform other duties as may be prescribed by the Board from time to time.

**Room Parent:** This person shall act as a liaison the classroom teacher and all families within a classroom. The duties shall include: organizing classroom parties, communicating with families about needs for special classroom projects, communicating with the PTO Classroom Parents Coordinator(s) about specific needs/supports for classrooms/teachers.