



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.

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



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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.