

### Executive Board Roles

Thank you for your interest in serving on the Cottonwood Creek Elementary PTO Executive Board. We need your time and talents: **Individuals are highly encouraged to self-nominate.** Nominations for one person by another, however, are accepted.

**Purpose of the PTO:** The purpose of the PTO is to assist Cottonwood in attaining the highest level of education and welfare for the entire student body through the cooperative efforts of the Faculty and Staff, the Cherry Creek District community and the parents. Our PTO is a subsidiary of the Cherry Creek School District Parent Teacher Community Council, Inc. ("CCSD Parents' Council"). Cottonwood's PTO is a non-profit Section 501(c)(3) organization.

### **Executive Board Positions and Duties:**

#### **1. Co-Presidents**

- Call and preside at all meetings of the organization.
- Be a member ex-officio of all committees.
- Compose the eTales weekly newsletter with the assistance of the Co-Secretaries.
- Work with the Executive Board to appoint chairpersons of Standing and Special Committees, the Nominating Committee, and representatives.
- Attend CCSD Parents' Council general meetings or assign a representative (Parents' Council Representative or Representatives).
- Sign checks in the absence of the Treasurer, and review monthly financial statements with the Treasurer.
- Appoint an examiner not on the current Executive Board to conduct the year-end financial examination of the organization's book. To submit a copy of the examination to the Treasurer of CCSD Parents' Council no later than 30 (thirty) days after completion.
- Submit an annual affiliation letter to the CCSD Parents' Council asking to continue as a subordinate organization under the 501(c)(3) tax exempt group status.
- Attend a minimum of one CCSD Parents' Council Leadership Workshop upon election.
- To the best of your ability, to attend District functions where individuals from your school are invited and/or honored, including the Area Director luncheon(s), Exceptional Volunteer of the Year event, Open Forum roundtable discussions and the Teacher of the Year banquet.

#### **2. Co-First Vice Presidents**

- Preside in the absence of the President(s) and act as the Parliamentarian.
- Maintain the Cottonwood PTO website and Facebook Account
- Publish Principal Text Messages
- To act as the member ex-officio of all committees to which you have been assigned.
- To the best of your ability, to attend District functions where individuals from your school are invited and/or honored, including the Area Director luncheon(s), Exceptional Volunteer of the Year event, Open Forum roundtable discussions, and the Teacher of the Year banquet.

**3. Co-Secretaries**

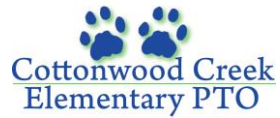
- Record, transcribe and distribute the minutes of all PTO/PTCO and Board meetings.
- Maintain and keep current a copy of the Bylaws.
- Handle all incoming and outgoing correspondence as needed by the PTO/PTCO.
- Maintain a current listing of the Board and the Committee Chairpersons.
- Provide a copy of the Board listing, including contact information (Name, Address, Phone and E-Mail Address of each) to the CCSD Parents' Council upon election.
- Assist with all communications, calendaring, and promotion of PTO events, including the PTO website and eTales.
- To maintain the PTO Executive board calendar, including the PTO website calendar and printed calendar.
- To maintain and publish the PTO Meeting dates in compliance with Article VII.

**4. Co-Treasurers**

- Receive, deposit and disburse the funds of the organization, as authorized by the Board.
- Maintain accurate records of all financial transactions.
- Submit monthly financial statements to the Board, and submit financial records for examination by July 15 to Board (review to be completed by August 15).
- Prepare the Annual Budget for approval by the Board and ratification by the General Membership and the first PTO meeting of the school year.
- Submit a copy of the Annual Budget to the Treasurer of CCSD Parents' Council upon formal approval by the PTO membership.
- Attend a minimum of one CCSD Parents' Council Treasurer's Workshop upon election.
- Maintain and reconcile the organization's checkbook with bank records.
- Register the organization as a Charitable Organization in the State of Colorado with the Secretary of State.
- File all annual financial statements/tax returns and schedules, regardless of income, with the Internal Revenue Service and the Colorado Secretary of State.
- Send copies of each filing to the Treasurer of the CCSD Parents' Council no later than 30 (thirty) days after such filing.

**5. Co-Ways and Means**

- Ways and Means shall be responsible for the execution of money making projects. Ways and Means may appoint additional chairpersons for these projects and will work together with appointed chairpersons to guide direct fund raising decisions.
- Fundraising chairpersons will report directly to Ways and Means as needed.
- Newly elected Ways and Means officers will consult with current Ways and Means officers regarding fund raisers following the annual election.
- Newly elected Ways and Means officers will propose a fund raising plan to meet the following year's projected budget needs as determined by the Board.
- Ways and Means will consult with Board for fund raiser proposal approval, fund raiser pricing and scheduling.
- Following each fund raiser, Ways and Means will give a final report to the Board and the PTO.



## *Count Me In for Cottonwood!*

**Nominating Committee:** The Nominating Committee shall consist of the Principal as Second Vice President, the current Co-Presidents, Co-Vice Presidents, and two general PTO members. The Second Vice President may include one staff member on the Nominating Committee. The Nominating Committee shall nominate a candidate for each elected office. The slate of candidates for each office shall be presented at least 30 (thirty) days prior to voting at a PTO meeting by the PTO members.