**FALCONS**

**PTO**

**CORAL** ACADEMY OF SCIENCE CENTENNIAL HILLS

PARENT TEACHER ORGANIZATION

CORAL ACADEMY OF SCIENCE CENTENNIAL HILLS

June 9, 2023

Board Member and/or Committee Chair

\***Board Member**: PTO Board Members are elected officials who oversee all committees, events, and programs with the primary objective of supporting school, staff, and students.

\***Committee Chair**: Committee chairs work under and support the PTO Board and serve as a team leader to volunteers for said committee. All decisions and spending must be approved by the Board before being put into action.

**Qualifications:**

* Community oriented
* Self-motivated
* Strong leadership skills and interpersonal skills
* Strong organizational skills
* Strong oral and written communication skills
* Must read and understand the PTO Bylaws
* Must understand school rules & guidelines.
* General understanding of the goals and ideals of CASLV CH PTO
* Must pass a background check and be fingerprinted.

**Committee Chair Roles & Responsibility:**

* You will work hand in hand with PTO Board Members and volunteers.
* Main communication between school administration or staff goes through the PTO President.
* Recruit volunteers to assist in developing and executing events.
* Work with CASLV CH PTO Board Members to schedule committee meeting dates, develop agendas and facilitate committee meetings if needed.
* Communicate regularly with CASLV CH PTO Board Member Liaison and event volunteers to monitor progress of planning (using timeline) to ensure tasks are completed.
* Hold committee members accountable for their tasks and the overall goals of the event.
* Work with CASLV CH PTO Board Members to manage and adhere to approved budget.
* Attend all Meetings and Volunteer at PTO events.
* Always conduct yourself in a positive and respectful manner on campus and at all school events.
* Follow school dress code at all times on campus. No Slippers, PJ’s or sloppy appearance. \* Tank top straps must be at least 2 inches wide and shoes are required at all times.
* Treat all volunteers, parents, staff, & students with kindness and respect.

**Time Commitment:**

**Board members**

* Must be present for each Board and General Meetings (usually 1 a month)
* Board members must be present for every event (5 - 10 a year) from setup (1-2 hours before event) through the breakdown (1-2 hours after event).
* Board members communicate daily via text thread & participation is vital.

**Committee chair**

* Must be present for the general meetings.
* Communicate regularly with there Board liaison.
* Must volunteer for events.

**Trial Period:**

If you’d like to be considered for a Board Position on the PTO, you must have served as a PTO member at least one year prior. There will be a trial period of 30 days where applicants will be expected to participate. This gives both parties time to evaluate the applicants’ team compatibility, workflow, and level of commitment. If at the end of 30 days, both parties would like to move forward, the new member would be nominated for a Board Election.