

Board Positions:

Co-President: *2-year commitment (1st year as VP)* Preside at all meetings of the organization and the Executive Board. Sign contracts. Coordinate the work of the officers and committees so the organization's objectives may be accomplished. Perform long-term planning and help procure PTO-funded gifts for the school. **This position is one of three directors required by Illinois law for 501 (c) (3) organizations.**

Co-Vice President: *2-year commitment (2nd year as President)* Act as aide to the President. Act as committee liaison to the Board. Perform other duties as needed. Assume the office of President when the current President's term is complete. **This position is one of three directors required by Illinois law for 501 (c) (3) organizations.**

Treasurer: *2-year commitment (1st year as Asst. Treasurer)* Receive all monies of the organization which shall be placed in a depository approved by the Executive Board. Pay out funds. Keep an accurate record of receipts and disbursements. Present monthly financial statements. Prepare an annual budget with the Board's input. Prepare required annual reports. **This position is one of three directors required by Illinois law for 501 (c) (3) organizations.**

Assistant Treasurer: *2-year commitment (2nd year as Treasurer)* Assist the Treasurer in the duties described above. Oversee all financial aspects of fundraising activities of the organization. Assume the office of Treasurer when the current Treasurer's term is complete.

Recording Secretary: Attend all meetings of the organization and the Executive Board; record and distribute the minutes. Get past minutes approved at each general PTO meeting. Act as custodian of all records. Correspond on behalf of the organization.

VP Communications: Assemble and publish the weekly electronic newsletter, send push notifications as needed. May secure a team of 1-2 volunteers to help with the newsletter. This VP is the center of all PTO information distribution and is the community's lifeline to what's happening at CHMS!