

# Cline PTO Board Positions

**Interested in joining the Board for the 2025-2026 school year? Check out our fast facts then email us at [clineelementarypto@gmail.com](mailto:clineelementarypto@gmail.com) for more information!**

All Board positions are year-long positions from July 1st - June 30th. Terms are for 1 year; office of President is a 2 year term. Officers are elected at the general PTO meeting in April.

Time commitment is high, and attendance is required at all general meetings, board meetings, committee chair meetings, etc. We also assist our committees where needed, like Clinefest events, Book Fair, Class Parties, Field Day, etc.

Take a look below to see a sampling of responsibilities from this 2024-2025 school year!

## Sr. President

- Prepare agendas and preside over all general PTO meetings & board meetings; liaison to Cline administration and committee chairs; coordinate the work of officers and committees; responsible for email account and respond to messages on other platforms; X account manager and assist with Facebook account and website; approve correspondence such as newsletters, emails, social media posts

## Jr. President

- Shadow the Sr. President and perform duties as assigned; assist board members and serve on committees as needed; lead the planning of next year's Clinefest; 2-year term - 1st year serving as Jr. President and then 2nd year Sr. President

## Vice President

- Act as an aide to the Sr. President; responsible for PTO membership registration ; work with the Room Parent Coordinator to help facilitate class party sign-ups; website manager - work with software developer when technical issues arise, assist with mass emails, marketing, uploading required documents, etc.; help with creating flyers for newsletters and social media posts

## Secretary

- Record the minutes of all meetings of the Organization and the Executive Board; manage a weekly newsletter to send out electronically to members; Remind account manager (mass texts); create marketing materials, such as flyers in Canva, and proficient in social media posting (Facebook manager); manage Teacher Wishlists, etc.

## Treasurer

- Have custody of all of the funds of the Organization; keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks for five years; make disbursements in accordance with the approved budget as authorized by the officers of the Organization, etc; present a financial statement at every meeting of the Organization and at other times when requested by the Executive Board; submit financial records to a Certified Public Accountant for the preparation of the tax return at the end of each fiscal year; perform other duties as assigned by the President; prepare materials for the annual Committee Chair meeting in August; order construction paper for teachers and staff (and other large purchases as needed and approved); ensure timely filing of pertinent tax forms