



LOVEJOY PTO

DUTIES OF A BOARD MEMBER

MEMBERS OF THE BOARD

The voting body of the board consists of the following:

- The **officers** of the organization
- The **chairs** of standing committees as described in the Standing Rules
- The **council** representative
- The **principal** or principal's representative

TERM OF OFFICE

Officers and chairs will assume their official duties at the close of the fiscal year and will serve a term of one year. Officers nor chairs will not serve more than two terms in the same office.

DUTIES AS A GROUP

- Prepare an annual budget for the upcoming fiscal year and submit to the organization for adoption
- Approve the Plans of Work of all officers and standing committee chairs
- Adopt and adhere to the Ethics policy and the Records Retention policy annually
- Review and adhere to the Bylaws & Standing Rules annually
- Request a financial reconciliation, at least annually, and present the report to the members for adoption

DUTIES AS AN INDIVIDUAL

- Submit a written Plan of Work to the president for board approval
- Attend annual, role-specific Jump training hosted by Lovejoy Council of PTOs
- Attend annual Foundations training
- Sign the **Ethics policy**
- Attend all meetings of the organization and give prior notice if unable to attend
- Present a report, where applicable, at the delegate meetings of the organization
- Abide by the policies and procedures as set forth by this PTO
- Transact approved duties in between meetings and other business as requested by the organization
- Receive no compensation from the organization except reimbursement for reasonable expense as set forth in PTO policies and procedures
- Publicly present a united front on decisions made as a board
- Maintain confidentiality as a member of the board
- Comply with the legal requirements of state and federal government agencies
- Approve and process expenses in a timely manner, following established procedures, within the limits of the approved budget
- Maintain up-to-date records containing a current copy of the Bylaws and Standing Rules
- Ensure that all forms, flyers, and communication have been approved by the president prior to distribution
- Expect no privileges or rights that are not due any other parent or taxpayer in the district.
- Refrain from making any slanderous or defamatory statement that may result in harm to the local PTO
- Not speak to district personnel or media as representing this PTO unit, unless authorized to do so by the board or delegates
- Deliver to their successor (or the president) the procedures within 15 days of the end of the school year