

**SELECTION AND APPOINTMENT OF CABINET POSITIONS/ QUALIFICATIONS /
TERM**

The following is a list of specifically enumerated responsibilities for all Board positions and related appointments.

THIS LIST IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES FOR ANY POSITION. IN ADDITION TO ALL DUTIES/RESPONSIBILITIES SPECIFICALLY SET FORTH IN THESE BYLAWS, EVERY BOARD MEMBER/APPOINTEE SHALL ALSO BE EXPECTED TO CARRY OUT ANY ADDITIONAL TASKS OR RESPONSIBILITIES IN FURTHERANCE OF HIS/HER POSITION AND IN ACCORDANCE WITH THE MISSION OF THE IH PTO.

SCHOOL DIRECTOR

- The School Director (“Director” for each school shall be elected pursuant to the prescribed nomination/election process outlined by the governing PTO Bylaws herein.
- Only PTO members in good standing (who have paid their annual dues at least 14 calendar days prior to appointment and who remain an active member during the tenure of their term) shall be eligible to be elected as a Director. Any Director shall have a child enrolled in the school for which he/she is appointed to serve as a representative.
- Every Director shall serve a one-year term (beginning July 1st and ending on the following June 30th).
- Each Director (one for each of the four schools) serves as the primary liaison between the PTO Board and the administration/Principal(s) for his/her school.
- During the NC process, the incoming Director shall take an active role in the selection and appointment of his/her Program Chair.
- During his/her term, the Director shall work in collaboration with the Program Chair to identify all Chairpersons for events at his/her school. He/she shall also take the lead to

ensure that all volunteer positions/needs are filled/satisfied at his/her school during his/her tenure. The Director and Program Chair for each school, by collective agreement, shall appoint the Class Representatives for their school, with the caveat that the Director shall inform the Board of the names of all prospective Class Representative candidates prior to conferring with any candidate about his/her appointment.

- Each Director shall participate in Cabinet meetings with the Principal(s), Program Chair, and Class Representatives from his/her school. Cabinet meetings shall take place monthly or otherwise at the request/direction of each school's separate administrative team, though Cabinet members for each school shall meet no less frequently than twice per semester, even if no meeting is called/requested by school administration. Each Director shall be responsible for coordinating Cabinet meetings with his/her school's administrative team; each Director shall provide timely notice of same to all Cabinet members. The Director and his/her fellow Cabinet members shall consult with the administrative team at each school, respectively, concerning issues, ideas, and/or proposals to be brought before the Board; the Cabinet at each school has no authority to unilaterally implement or dispense with any PTO-affiliated event/function and/or activity, however, without prior approval voted on by the Board in accordance with the protocol set forth in these Bylaws.
- Each Director shall report to the IH PTO Executive Board at each Board meeting concerning the events/activities for his/her school. Each Director is also expected to attend all PTO General Meetings to ensure his/her visibility/availability to the parent constituency for each respective school.
- Directors shall make reasonable efforts alternate attendance at Board of Education meetings.

PROGRAM CHAIR

- The Program Chair for each school shall be selected pursuant to the prescribed nomination/election process outlined by the governing PTO Bylaws herein.
- Only PTO members in good standing (who have paid their annual dues at least 14 calendar days prior to appointment and who remain an active member during the tenure of their term)

shall be eligible to serve as Program Chair. Any Program Chair shall have a child enrolled in the school for which he/she is appointed to serve as a representative.

- Every Program Chair shall serve a one-year term (beginning July 1st and ending on the following June 30th) and shall transition to serve the following year as the School Director for his/her school.
- The Program Chair position is not a part of the Executive Board and Program Chairs shall not attend PTO Executive Board meetings. Program Chairs are nonetheless expected to attend all PTO General Meetings to ensure their visibility/availability to the Directors and to the parent constituency for their respective schools.
- Each Programs Chairs shall assist his/her Director in carrying out his/her assigned duties and responsibilities. Specifically, Programs Chairs shall collaborate with the respective Directors to fill volunteer positions for the following school year for his/her school. The Director and Program Chair for each school, by collective agreement, shall appoint the Class Representatives for their school. Programs Chairs at the Primary and Elementary Schools shall each assist his/her Director with the selection of room parents for all grade levels. All Programs Chairs shall also assist the Membership Chair with the IH PTO membership drive.
- Each Program Chairs, along with the Director and Class Representatives for his/her school, shall attend Cabinet meetings with the administrative team at his/her school. Cabinet meetings shall take place monthly or otherwise at the request/direction of each school's separate administrative team, though Cabinet members for each school shall meet no less frequently than twice per semester, even if no meeting is called/requested by school administration. Each Director shall be responsible for coordinating Cabinet meetings with his/her school's administrative team; each Director shall provide timely notice of same to all Cabinet members.

NON-CABINET POSITIONS / QUALIFICATIONS / TERM
CAPITAL GRANTS TREASURER

- The Capital Grants Treasurer shall be elected pursuant to the prescribed nomination/election process outlined by the governing PTO Bylaws herein.
- Only PTO members in good standing (who have paid their annual dues at least 14 calendar days prior to appointment and who remain an active member during the tenure of their term) shall be eligible to be elected as the Capital Grants Treasurer.
- The Capital Grants Treasurer shall serve a two-year term (beginning July 1st and ending on June 30th).
- The Capital Grants Treasurer shall consult with the administrative team at each school concerning any funding requests to be brought before the Executive Board and shall attend all Executive Board meetings to apprise Board members of the status of all funding requests. Any request brought before the Board for approval must satisfy the purpose and intent of the Capital Grants mission as set forth in these Bylaws to provide innovative and creative opportunities that enrich a large number of students within the District. Any funding request in excess of \$500.00 that is approved by the Executive Board shall be timely disbursed by the Capital Grants Treasurer by check signed by both the Capital Grants Treasurer and the PTO Treasurer.
- In addition to the foregoing, the primary responsibility of the Capital Grants Treasurer is to plan and execute an annual fundraising event on behalf of the District. In furtherance of this responsibility, the Capital Grants Treasurer shall have the authority to appoint a Chair to carry out the planning and execution of this event in his/her stead. In all instances, the Capital Grants Treasurer shall ensure that the annual event is carried out, however he/she shall have the discretion to determine the precise timing and format of the event with the caveat that Capital Grants Treasurer shall consult with the Executive Board prior to implementing any plans for the event.
- The Capital Grants Treasurer is also expected to attend all PTO General Meetings to ensure his/her visibility/availability to the parent constituency within the District.

