

## Carol Rae Ranch Elementary School



# Parent Teacher Student Organization

## Role of Parent Support Organizations

To promote and contribute assistance to provide resources in the areas of educational programming, fund-raising, School/District representation, social events, and encouraging parent involvement in the school community.

### Duties of Officers

The general duties of the officers are stated in recognized parliamentary authority; general and specific duties are included in the bylaws and standing rules of the particular organization. The following list includes those duties generally considered important for good performance.

## **ASSIGNMENT: President**

A successful President must understand the organization's purpose and to comprehend the **vision** of what needs to happen. They are responsible for keeping the organization **focused** on that purpose and in **following the by-laws**, as well as making sure responsibilities are being carried out. They **lead by example** and should recognize that they represent the organization, therefore they should constantly be reaching out and including others.

Their role is one of "**Leadership**" not "Power".



# ASSIGNMENT: President

1. You are the liaison between the organization and the school. Be professional.
2. Preside and conduct all meetings of the organization. Have a prepared detailed agenda.
3. Open meetings on time as designated. Make sure a quorum is established before doing business.
4. Conduct the meeting but not dominate it; be firm but courteous.
5. Know the rules of correct procedure and use them skillfully. (see Robert's Rules of Order).
6. Know your ruling documents. Have exact obedience to bylaws and other rules and policies.
7. Conduct business in a manner that ensures the right of every member.
8. Meet the demands of the office unselfishly. You lead the organization, but are not the boss.
9. If given the authority, select chairmen, committees, and appoint officers with qualifications for the particular assignment.
10. Leave the chair to debate a motion.
11. Vote as other members in ballot vote; or may vote to break tie in voice vote only.
12. Delegate responsibility and give those delegated the opportunity to do the job.
13. Where bylaws designate, serve as ex-officio (right of office) member of committees.
14. Sign all necessary orders, reports, or financial transactions as defined in the rules of the organization.
15. Acquire and use all tools necessary to the conduct of the office. (Bylaws and other rules of the parent organization; a copy of recognized parliamentary authority; appropriate handbooks, yearbooks, publications, list of officers, chairmen and members.)

## **Bylaws Article VII: Duties of Officers** The President(s) shall:

- a. Preside at all meetings of organization and the Executive Board 4 Carol Rae Ranch PTSO
- b. Be versed and communicate the articles of incorporation and bylaws to committee chairperson and the Executive Board
- c. Coordinate the work of officers and committees of the organization so that the Objects and Policies may be promoted
- d. Appoint the chairperson of standing committees
- e. Be a member ex-officio of all committees, with the exception of the nominating committee
- f. Be one of the board members authorized to sign the checks of the organization
- g. Perform such other duties as may be assigned by the organization
- h. Produce a monthly newsletter