

**Section 3:** The duties of the PTO Board Members shall be:

- a. To transact the necessary business.
- b. To present a report of matters related to their particular committee at the PTO Meetings.
- c. To vote on PTO business and expenditures.
- d. To maintain a job description of their committee's annual responsibilities and activities.
- e. To encourage the ongoing participation of the Schroeder PTO membership in PTO activities.
- f. To participate in the process of determining the number of committee(s) and the number of chairperson(s) required to conduct the business of the PTO.

**Section 4:** Committee chairperson(s) shall volunteer, be recommended, or may be co-chairs in order to encourage broad participation.

**Section 5:** The term of a committee chairperson(s) shall be one year and no longer than two years in any one position, excluding Enrichment. In the event that no replacement can be identified for a chairperson who has completed their term, that person may remain in their Board position.

**Section 6:** In the case of a committee chairperson vacancy, the Executive Board shall oversee the recruitment and selection of a replacement.

**Section 7:** The President shall be a member ex officio of all committees except the Nominating Committee.

## **ARTICLE VII: OFFICERS AND THEIR ELECTION**

**Section 1:**

- a. The elected officers of the PTO shall consist of a President, Vice President, Secretary, and Treasurer.
- b. All non-staff members are eligible to serve as officers. Nominees for President shall have the additional requirement of having served at least one year on the PTO Board.
- c. Officers shall be elected by ballot as specified in Article XI, Section 2b. Ballots shall be issued to all Executive Board PTO members.
- d. Officers, except the Treasurer, shall assume their official duties on the day following the last official school day. Elected officers accept their position for a period of one year.

A person shall not be eligible to serve more than two consecutive terms in the same office. In the event that no replacement can be identified for an Executive