DISTRICT COUNCIL OFFICERS & ADMINISTRATIVE POSITIONS DESCRIPTIONS
rev. 6/2025

A. Positions. The Officers of the District Council shall consist of two (2) Co-Presidents, a Secretary/Parliamentarian, a Treasurer/Administrator, and an Auditor. Where two persons are elected to fill the same position, both of the persons shall be given all of the rights and responsibilities of the office as enumerated herein. The Officers shall be voting members of the District Council and shall be elected annually. Neither of the Co-Presidents nor Treasurer during any year shall be related by blood or marriage or reside in the same household. Each Officer shall be a voting member of one of the Member PTOs.

B. Co-Presidents. The Co-Presidents shall be the principal executive officers of the District Council and shall in general supervise and control all of the activities of the District Council. The Co-Presidents shall preside at all meetings of the District Council, oversee the activities of the Administrative Chairs and share in all executive duties. The Co-Presidents shall also perform other duties as may be prescribed in these Bylaws or assigned by the District Council. One of each of the Co-Presidents should be selected from the Laurel/Encinal boundary area and the other from the Oak Knoll boundary area. At least one Co-President should be a past PTO or MPAEF president and both must have significant PTO and/or MPAEF leadership experience.

C. Secretary/Parliamentarian. The Secretary/Parliamentarian shall be a member of the Executive Committee. The Secretary/Parliamentarian shall keep the minutes of the proceedings of the District Council, keep current copies of all organizational documents and records, create and maintain a District Council roster and distribute a copy of the Bylaws at the first meeting of the District Council. The Secretary/Parliamentarian shall give necessary advice in parliamentary procedure and legislative actions of relevance to the member PTOs when requested, and review the bylaws annually. The Secretary/Parliamentarian shall call the first meeting of the Nominating Committee, shall act as the chair of or appoint the chair of the Nominating Committee, shall be available to the Nominating Committee in an advisory capacity, and shall conduct the election of the officers. The Secretary/Parliamentarian shall, in general, perform all duties incident to the office of Secretary and/or Parliamentarian and such other duties as may be assigned by the Co-Presidents or the Executive Committee.

D. Treasurer/Administrator. The Treasurer shall be a member of the Executive Committee. The Treasurer shall have charge of and be responsible for all funds of the organization, shall receive any monies due and payable to the organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the District Council. The Treasurer shall make disbursements as authorized by the Co-Presidents, Executive Committee, or District Council in accordance with the budget adopted by the District Council. The Treasurer shall collect all membership dues as are established by the organization. The Treasurer shall present a written financial report at each District Council Meeting and at other times as requested by the District

Council. The Treasurer shall be responsible for filing all tax returns and other forms required by government agencies and for ensuring that the organization has obtained appropriate insurance coverage as determined by the District Council and for oversight of member PTOs timely filing of taxes, dues (if applicable), insurance renewal, charitable forms, and any other financial forms. The Treasurer shall maintain a district calendar of significant member organization events for reference by the member organization and the District. The Treasurer shall, in general, perform all duties incident to the office of Treasurer and such other duties as may be assigned by the Co-Presidents or the Executive Committee.

E. Auditor. The Auditor shall audit the books and records of the organization as of February and August, shall prepare and present to the District Council reports of such audits, and shall audit the books and records upon resignation of the Treasurer or at any other time deemed advisable by the District Council.

VII. ADMINISTRATIVE CHAIRS

A. Positions. The District Council Administrative Chairs shall be Programming Chair, Recognition Chair, One Community Campaign (OCC) Coordinator(s), OCC Communications Chair and Community News Coordinator and shall report to the Co-Presidents. These Administrative Chairs will be ex-officio, non-voting members of the District Council and are, therefore, not required to attend District Council meetings unless directed by the Co-Presidents. The Chairs shall transact necessary business during the intervals between the meetings of the District Council and such other business as may be referred to it by the District Council or these Bylaws. Administrative Chairs can be elected to more than one term of office at the discretion of the Nominating Committee.

B. Programming Chair. The Programming Chair shall work with District leaders to organize and implement a speaker series of events focused on topics of interest to the MPCSD community. The series typically includes three key events with expert speakers, plus other parent education as implemented by District departments. The Programming Chair duties could include meeting 2-3 times with the superintendent's office, researching speakers, outreach to speakers and/or their agents and related organizations who may offer speakers/expertise, facilitating logistics and/or payment with speakers, and attending the three speaker events. The Programming Chair should be detail oriented, organized, comfortable with technology such as Zoom, Excel, Google Docs/Sheets/Presentations, and communicating via email.

C. Recognition Chair. The Recognition Chair shall be responsible for coordinating volunteer recognition activities among the four PTOs and MPAEF and planning any District-wide recognition event.

E. One Community Campaign (OCC) Coordinator(s). The One Community Campaign Coordinator(s) are responsible for leading the tactical execution of the fall joint PTO and MPAEF fundraising campaigns (the "*One Community Campaign*" or the

"*OCC.*") The role includes: Leading weekly OCC Operations meetings; Managing all players to coordinate all feedback, input, and tasks related to the OCC; Tracking campaign progress; Meeting with other players as necessary outside of Operations meetings; Presiding over Steering Committee meetings; Reporting on OCC to District Council; and Presiding over MOU discussions.

The One Community Campaign Coordinators are not empowered with decision-making authority binding to either the Member PTOs or the MPAEF. One Community Campaign Coordinators shall be selected as representatives from a Member PTO and from the MPAEF. A single person can hold this role if such a person is found who fulfills both organizations' needs. The term of the One Community Campaign Coordinators will run 14 months, from May of one school year to commence planning for the next year's OCC campaign through June 30th of the following school year. Ideally, the Coordinator(s) will overlap from May to June, during which time the experienced Coordinator(s) will train the new Coordinator(s), who will take over effective July 1st of such year and serve until the following June 30th.

F. One Community Campaign (OCC) Communications Chair. The OCC Communications Chair is responsible for ensuring the collection and dissemination of materials related to the tactical execution of the OCC. This includes coordinating meetings/deliverables with the OCC marketing team, maintaining a calendar of events that occurs at each school site and across the district, suggesting engagement events and materials, presenting weekly email/newsletter communications to the OCC Operating team for discussion, and delivering weekly newsletter content to the appropriate contacts in a timely manner. The OCC Communications Chair may also partner closely with the OCC Campaign Coordinators to assist in their role as needed. The OCC Communications Chair is not empowered with decision-making authority binding to either the Member PTOs or the MPAEF. OCC Communications Chair shall be selected as representative from the Member PTOs or the MPAEF. A single person can hold this role while serving in another OCC capacity at the same time. The term of the OCC Communications Chair will run 18 months, from January of one school year through the end of the following school year. Ideally, the OCC Communications Chair will overlap from January to June, during which time the experienced OCC Communications Chair will train the incoming OCC Communications Chair as they prepare materials for the following fall campaign.

G. Community News Coordinator. The Community News Coordinator will serve as a clearing house for news from the outside community to be distributed through the Member PTO newsletters and the District Website each week. The Community News Coordinator will work with the Co-Presidents and the Superintendent to establish guidelines for what is appropriate for distribution and will send a list of all approved news articles to the Member PTO newsletter editors by newsletter deadlines each week of the school year.