

# *Cherry Tree Elementary PTO Executive and General Board Job Descriptions*

The primary purpose of these job descriptions is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: April 2026

# President

## Board:

- Member of the Executive Board, General Board and general membership.

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.
- Must have served on the PTO Executive Board as the Vice President/President Elect during the previous year, except in extenuating circumstances.
- Will serve on the Executive Board as the Past President during the year following his/her presidency, except in extenuating circumstances.

## Duties:

- Preside at all meetings of the Executive Board, General Board and general membership, and provide notice of such meetings and agendas for those meetings, as required.
- Reserve building space as needed for all Cherry Tree Elementary PTO meetings.
- Work alongside Principal and Principal's Administrative Assistants to finalize PTO school calendar of events in Spring/Summer of year prior to presidency, and communicate PTO Calendar of events to PTO Executive Board, Committee Chairpersons, School Administration, and all parents in Fall of presiding year.
- In the Spring, serve as an advisor to the Vice President/President Elect as he/she works with school administrators to establish a calendar of CTE PTO events and meeting dates for the following school year.
- Support Past President/Volunteer Coordinator in preparing Google Form, requesting parents interested in volunteering to fill out. This is to be emailed out before school starts to all parents, and again in January. Ensure that all parents are on the distribution list for Volunteer Sign Up opportunities through PTO Signup Genius account. Support Past President/Volunteer Coordinator, if needed, with creating Sign Ups, in the event that they are unable to do so.
- Coordinate Executive Board review of the By-laws, job descriptions and any other Cherry Tree PTO documents, as appropriate.
- Serve as an authorized principal of the Cherry Tree PTO bank accounts.
- Continually communicate with the Treasurer to ensure Cherry Tree PTO funds are being managed prudently.
- Serve on the following committees: (a) Carmel Clay Schools Coordinating Council/Greyhound Council, (b) Cherry Tree PTO Nominating Committee, and (c)

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

School Improvement Committee (as requested by the Principal or other authorized CCS employee).

- Provide for an accountant to review the CTE PTO's financial records and have that report read at the first general membership meeting in the fall. The Treasurer and President share this duty.
- Coordinate guest speaker with Principal for both Fall, early Spring & late Spring General Membership Meetings.
- Approve Corporate Match requests that come into CTE PTO email account
- Manage and organize PTO Google Drive; update accesses, if needed
- Update and/or manage, and distribute yearly documents needed for PTO Executive Board & General Board to carry out their duties (ie. Expense documents, calendar, General Board contact list, etc.)
- Act as liaison between Principal and Executive Board/General Board for questions, needs and approvals; may require additional meetings with Principal in between Executive Board Meetings
- Monitor the CTE PTO email account ([cherrytreepto@gmail.com](mailto:cherrytreepto@gmail.com)) on a daily basis.
- Respond to communications received via the CTE PTO email account or direct such communications to the applicable Executive Board member, Committee Chairperson or the Principal, as appropriate.
- Maintain a current list of elected officers and Committee Chairpersons and provide a copy of such list to each. This duty may be shared with the Recording Secretary, at the President's discretion.
- Plan Board & Volunteer appreciation event(s), which may include a New Board/Old Board Coffee in April & Volunteer Appreciation Breakfast sometime throughout the year.
- Serve in an advisory/managerial capacity on any or all Cherry Tree Elementary PTO Committees.
- Oversee and support specific committees as Executive Board Contact, as agreed upon by Executive Board. This includes acting as liaison between Executive Board and Chairperson(s), and assisting the Chairperson(s) with tasks, as needed.
- Assist with, delegate, oversee or complete any Executive Board Members' or Committee Chairpersons' tasks, as deemed necessary and appropriate at the President's discretion.
- Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the CTE PTO President's Google Drive, timeline and completing the annual post event report.

Term:

- One Year; \*Note also – Serve in Vice President role year prior (1 year) & Past President role year after (1 year)

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: April 2026

# Vice President

## Board:

- Member of the Executive Board, General Board and general membership.

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.
- Must commit to fulfill the duties me of the Vice President/President Elect during one year and the duties of the President the following year.

## Duties:

- Attend meetings of the Executive Board, General Board and general membership.
- Preside over meetings of the Executive Board, General Board and general membership in the absence of the President.
- Serve in an advisory and/or managerial capacity on certain CTE PTO Committees, as specified by the President (i.e., be the Executive Board Contact for such Committees).
- Serve on the following committees: (a) Carmel Clay Schools Coordinating Council/Greyhound Council and (b) Cherry Tree PTO Nominating Committee
- Monitor the PTO email account ([cherrytreepto.vicepresident@gmail.com](mailto:cherrytreepto.vicepresident@gmail.com)).
- Preside over the Nominating Committee.
- Oversee and support specific committees as Executive Board Contact, as agreed upon by Executive Board. This includes acting as liaison between Executive Board and Chairperson(s), and assisting the Chairperson(s) with tasks, as needed.
- Provide the President with monthly reports from designated Committee Chairpersons.
- Collect annual post event reports from all Executive Board Members and Committee Chairpersons.
- In the spring, collaborate with school administrators to establish a calendar of events and meeting dates for the following year.
- Facilitate the transfer of duties from outgoing to incoming Executive Board Members and Committee Chairpersons.
- Be available for special assignments, as deemed necessary by the President.

## Term:

- One year: will also serve in President role (1 year) and Past President role (1 year)

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Past President

## Board:

- Member of the Executive Board, General Board and general membership.

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.
- Must have served on the Executive Board as the President during the previous year.

## Duties:

- Attend meetings of the Executive Board, General Board and general membership.
- Provide support and guidance to Executive Board, as needed.
- Coordinate or assist with special projects, if requested by the President and/or Executive Board.
- Organize and create sign ups for volunteers for all PTO related events.
- Oversee and support specific committees as Executive Board Contact, as agreed upon by Executive Board. This includes acting as liaison between Executive Board and Chairperson(s), and assisting the Chairperson(s) with tasks, as needed.
- Timely completion of “close-out” tasks as requested by the Vice President/President Elect

## Term:

- One year (will also serve in President role (1 year) and Vice President role (1 year) prior to this position)

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Vice President of Ways and Means Co-Chairs

## Board:

- Member of the Executive Board, General Board and general membership.

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend meetings of the Executive Board, General Board and general membership.
- Supervise all fund development programs and report on their performance to the Executive Board. These programs include the fall fundraiser, the spring fundraiser, community support incentive programs (restaurant percentage sales events, retail store donation events, retail rewards programs, Box Tops for Education, etc.), Spirit Wear, community partnerships and sponsorships, and any other CTE PTO fundraisers.
- Initially screen and continually evaluate fundraising opportunities and efforts and discuss with the Executive Board as appropriate.
- Serve in an advisory and/or managerial capacity on certain CTE PTO Committees, as specified by the President (i.e., be the Executive Board Contact for such Committees).
- Monitor the PTO email account ([cherrytrepto.waysandmeans@gmail.com](mailto:cherrytrepto.waysandmeans@gmail.com)).
- Establish realistic fundraising goals that consider financial need, financial desire and input from the President, the Treasurer and other members of the applicable fundraising team.
- Plan and execute Restaurant and other Community Night Events. Work with local owners/managers and create all forms for publicity.
- Strive to ensure fundraising objectives and goals are met.
- Manage and Approve Communications Plans related to CTE PTO fundraising events, such as the Chatter, all-school emails and social media posts.
- Promote (or assist with the promotion of) fundraising initiatives internally and externally, as approved by the Executive Board or the President.
- Report on behalf of Committee Chairpersons at meetings of the Executive Board.
- Oversee reporting by Committee Chairpersons at General Board meetings.
- Serve as the overall budget manager for the fall fundraiser, the spring fundraiser and any other CTE PTO Committees related to fundraising.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

- Assist with year-end committee reports in relation to fundraising events. Assist Treasurer with budget draft creation based on forecasting success of repeat and new fundraising events.
- Prepare and present funds status (budget versus actual) at Executive Board meetings, and at any other times as requested.
- Meet with fundraising distributors/suppliers (such as Spirit Wear distributor(s) and suppliers for fundraisers), as needed.
- Ensure that Committee Chairpersons for whom the Vice President of Ways and Means is the Executive Board Contact are fully aware of their budget (if any) and the fund generation expected from the applicable fundraising program.
- Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the CTE PTO Vice President of Ways and Means’ Google drive folder containing pertinent documents, timelines, annual report and communications.

Term:

- Two years

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: April 2026

# Treasurer

## Board:

- Member of the Executive Board, General Board and general membership.

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.
- Must have served on the Executive Board as the Assistant Treasurer during the previous year, except in extenuating circumstances.
- Must have a working knowledge of general accounting principles and be comfortable using budget management software.

## Duties:

- Attend meetings of the Executive Board, General Board and general membership.
- Responsible for the receipt and distribution of all monies of the CTE PTO.
- Maintain a complete and accurate record of the financial transactions of the CTE PTO, including but not limited to receipts and expenditures.
- Keep annual financial statements for the current and preceding six years.
- Prepare books and records for the auditor's yearly audit and communicate with the auditor as necessary and appropriate.
  - Send current year's budget to auditor
- Deliver quarterly financials to the auditor for reconciliation analysis.
- Timely share the results of the audit with the Executive Board and the general membership.
- Submit appropriate information to the CTE PTO's accountant so that he/she can timely file Form 990, Form NP-20 and any other necessary state and/or federal filings.
- Timely prepare and distribute Forms 1099, 1096 and W-9, as applicable to send to accountant as needed.
- Timely fulfill all gaming and raffle licensure and post-event filing requirements for any fundraisers, as needed.
- Continually monitor the budget and recommend monthly budget adjustments as appropriate.
- Prepare a monthly Treasurer's Report to post on the CTE PTO website.
- Oversee money collection and accounting for all fundraising events as necessary.
- Communicate with committees to pay invoices and collect funds as needed.
- Communicate with the Front Office/Principal on all Principal accounts, as well as ordering Wish List items with Asst. Treasurer.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

- Develop invoices and collect payments for clubs such as Lego Club, Teacher Fun Clubs, etc.
- Present the annual budget for approval by the general membership at the Spring (May) general membership meeting.
- Serve as an advisor to all Committee Chairpersons regarding financial matters including, but not limited to, money collection and expenditures.
- Serve as an authorized principal on CTE PTO bank accounts.
- Maintain bank account balances as required by the By-laws.
- Responsible for the maintenance and retention of documents related to the CTE PTO's tax-exempt status (e.g., Indiana Nonprofit Sales Tax Exemption Certificate).
- Responsible for obtaining, renewing, suspending and/or terminating tax exempt cards and memberships at applicable vendors (ex: Hobby Lobby, Dollar Tree, Walmart, and Wholesale Club Stores).
- Train the Assistant Treasurer.
- Timely completion of "close-out" tasks such as updating binder, Expense Reimbursement sheets/Deposit Sheets, End of the Year financial reports, taxes, and new budget postings.
- Meet with the current President, Asst. Treasurer, and Past President (as needed) to develop the budget for the upcoming year.
- Make all necessary deposits
- Obtain signatures from all credit card holders yearly on Credit Card Agreement, as well as update credit card names/cancel cards with the bank.

Term:

- One year (will also serve in Assistant Treasurer role (1 year) prior to this position; and Past Treasurer (1 year) following this position.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Assistant Treasurer

## Board:

- Member of the Executive Board, General Board and general membership.

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.
- Must commit to fulfill the duties of the Assistant Treasurer during one school year and the duties of the Treasurer the following year.
- Must have a working knowledge of general accounting principles and be comfortable using budget management software.

## Duties:

- Attend meetings of the Executive Board, General Board and general membership.
- Perform the duties of the Treasurer in the absence of the Treasurer, as directed by the President.
- Assist in the preparation of the annual budget.
- Deposit authorized disbursements of funds during the Spring school semester, alternating duties with the Treasurer as applicable.
- Continually review the CTE PTO's financial records with the Treasurer.
- Assist the Treasurer with money collection and accounting for all fundraising events if applicable.
- Maintain teacher classroom supply accounts.
  - Distribute letters to teachers quarterly.
  - Balance teacher classroom supply accounts.
- Serve as an advisor to certain Committee Chairpersons regarding financial matters including, but not limited to, money collection and expenditures, as directed by the Treasurer.
- Organize all ordering for online accounts (Amazon, Hobby Lobby, Oriental Trading, Walmart, etc) for all committees (Ex: Classroom Parties, Fall Family Fun Night, Winter Family Fun Night, Valentine Party, Wish List, etc).
  - Balance and pay credit card bill.
- Assist with certain duties of the Treasurer, as directed by the Treasurer or President.
- Obtain renew, suspend and/or terminate tax exempt cards and memberships at applicable vendors (ex: Hobby Lobby, Dollar Tree, Walmart, and Wholesale Club Stores), at the Treasurer's direction.
- Serve as an authorized principal on CTE PTO bank accounts.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

- Timely completion of “close-out” tasks as requested by the Vice President, including updating the CTE PTO Assistant Treasurer’s Google Drive folder, and completing end of year report, as appropriate.
- Serve as Treasurer following Asst. Treasurer term.

Term:

- One year (will also serve in Treasurer role (1 year) and Past treasurer role (1 year) both following this position.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: April 2026

# Past Treasurer

## Board:

- Member of the Executive Board, General Board and general membership.

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.
- Must have served on the Executive Board as the President during the previous year.

## Duties:

- Attend meetings of the Executive Board, General Board and general membership.
- Provide support and guidance to Executive Board, as needed.
- Coordinate or assist with special projects, if requested by the President and/or Executive Board.
- Organize and create sign ups for volunteers for all PTO related events.
- Timely completion of “close-out” tasks as requested by the Treasurer and Assistant Treasurer.

## Term:

- One year (will also serve in Treasurer role (1 year) and Assistant Treasurer role (1 year) both prior to this position).

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Communications Secretary

## Board:

- Member of the Executive Board, General Board and general membership.

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.
- Must have strong computer, technology, and social media (e.g., Twitter, Facebook, Instagram) skills.
- Must be detail-oriented and meticulous about correct dates, proper spelling and grammar.

## Duties:

- Attend meetings of the Executive Board, General Board and general membership.
- Maintain and timely update the CTE PTO website with current and accurate information about CTE PTO-sponsored programs and events; work in conjunction with other Executive Board members, for direction on this.
- Timely post general membership meeting minutes and required notifications on the CTE PTO website, as directed by the Recording Secretary or the President (as applicable).
- Follow CCS guidelines when posting on the CTE PTO website; attend training in Fall to be trained on CCS web site updates and guidelines.
- Monitor the PTO email account ([cherrytreepto.communications@gmail.com](mailto:cherrytreepto.communications@gmail.com)) on a daily basis.
- Collaborate with Executive Board Members to execute event communication plans. Communication requests to be provided by Executive Board Contacts and Chairpersons of committees.
- Collaborate with Carmel Clay Schools ("CCS") technology staff on the use of tools, network and server access, and software licenses needed to maintain the CTE PTO website within CCS guidelines.
- Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the CTE PTO Communications Secretary Google Drive and completing an annual post event report.

## Term:

- Two Years

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Recording Secretary

## Board:

- Member of the Executive Board, General Board and general membership.

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend meetings of the Executive Board, General Board and general membership.
- Keep an accurate record of all meetings of the Executive Board, General Board and general membership
- Provide copies of Executive Board meeting minutes to Executive Board members for their comment and approval.
- Timely provide general membership meeting minutes to the Communications Secretary for posting on the CTE PTO website.
- Maintain record of all motions passed during every CTE PTO meeting and those passed outside of a meeting (ie, electronically). Type and date the list at the end of the fiscal year.
- Monitor the PTO email account for the term ([cherrytreeppto.recsec@gmail.com](mailto:cherrytreeppto.recsec@gmail.com)).
- Create and keep an accurate record of attendance of members at CTE PTO meetings, to be recorded in meeting minutes.
- Maintain a current list of elected officers and Committee Chairpersons and provide a copy of such list to each. This duty may be shared with the President, at the President's discretion.
- Receive and send correspondence (e.g., thank you notes) on behalf of the CTE PTO, as deemed necessary by the President. Share an update of recent correspondence at each Executive Board meeting.
- Maintain Recording Secretary Google Drive folder, uploading meeting minutes and any other records, as deemed necessary by Recording Secretary and President & Vice President.

## Term:

- Two years (at least, no more than 2 consecutive)

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Artist in Residence Chairperson

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties

- Attend meetings of the General Board and general membership.
- Review the most current version of the CTE PTO Artist in Residence Guidelines (a copy of which can be found in your binder).
- Promptly after taking on the position of AIR Chairperson, meet with the new CTE PTO President to determine the status of the coming school year's AIR, and subsequently meet with the applicable Specials Teacher to begin (or continue) the planning process.
- Monitor the PTO email account ([cherrytreepto.air@gmail.com](mailto:cherrytreepto.air@gmail.com)).
- Provide assistance to the Specials Teachers as needed which may include, among other things, identifying potential AIRs, negotiating the AIR contract, scheduling space and equipment for the AIR Program, communicating with CTE teachers and staff about events that will take place during school hours, and managing RSVPs for and attending the optional after school or evening event for the AIR Program (if any).
- Obtain approval of the chosen AIR and related contract from the CTE PTO Executive Board.
- Manage the AIR Program budget and maintain a complete and accurate record of all expenses.
- Ensure that the AIR is paid in accordance with the CTE PTO Financial Policies and Procedures (a copy of which can be found in your binder).
- Manage the Communication Plan, and submit to Communications Secretary, to publicize event with support of Exec Board Contact
- Submit expense report in a timely manner to Treasurer, for any expense incurred during Artist in Residence week.
- Manage Artist in Residence email account during term.
- Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the AIR PTO Google Drive folder, and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Auditor

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.
- Must have a working knowledge of general accounting principles and be comfortable using budget management software.
- Experience auditing corporate books and records is preferred.
- Monitor the PTO email account ([cherrytrepto.auditor@gmail.com](mailto:cherrytrepto.auditor@gmail.com)).

## Duties:

- Attend meetings of the General Board and general membership.
- Audit the books and records of the CTE PTO twice per year.
- Prepare a written report for the Treasurer after each audit.
- Communicate with the Treasurer, as necessary and appropriate.
- Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Auditor’s timeline and completing an annual post event report.

## Term:

- One year
- Note that a past CTE PTO Treasurer or Assistant Treasurer cannot hold this position for at least two years after holding the position of Treasurer or Assistant Treasurer, except in extenuating circumstances.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Book Fair Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend meetings of the General Board and general membership.
- Meet with Media Center Specialist beginning in September to plan/learn about details/expectations from PTO for Book Fair
- Support Media Center Specialist in communicating with Scholastic to reserve Book Fair dates.
- Monitor the PTO email account ([cherrytreepto.bookfair@gmail.com](mailto:cherrytreepto.bookfair@gmail.com)).
- Order books and supplies, and handle any other Book Fair details, as requested by Media Center Specialist.
- Discuss dates, times and details regarding Book Fair with CTE's Media Center Specialist and your Executive Board Contact.
- Coordinate volunteers for All for Books Coin Drive
- Execute physical setup, utilizing additional PTO volunteers, of the Book Fair with input from the Scholastic Representative & CTE's Media Specialist.
- Ensure that at least one Book Fair Chairperson is present during shopping hours that take place after school or during Grandpersons Night (unless otherwise discussed and approved by the CTE PTO President or Executive Board) and that adequate volunteer support is present during all daytime shopping hours.
- Coordinate and be present during physical teardown of the Book Fair.
- Manage the Communication Plan to publicize event with support of Executive Board Contact
- Solicit, schedule, manage and train volunteers, with support of Executive Board Contact.
- Support Front Office Administrative Assistants & Media Center Specialist in handling financial aspects of the Book Fair, including ensuring the security of Book Fair funds, delivering cash to be deposited to Front Office Administrative Assistants, calculating and tracking teachers' allocations from All For Books Coin Drive, and communicating with School Social Worker to ensure students in need are given a purchase allocation.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

- Work alongside Executive Board Contact, Treasurer and Assistant Treasurer to provide PTO funded \$5 book allocation for every student.
- Work with Executive Board Contact to adhere to and manage the Book Fair budget (if any) and maintain a complete and accurate record of all expenses. Submit reimbursement request to Treasurer, if needed.
- Manage Book Fair email account during term.
- Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Book Fair Google Drive and timeline, and completing an annual post event report.

Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

***Note: The Scholastic Book Fair is a Media Center fundraiser, as opposed to a PTO fundraiser.***

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: April 2026

# Boosterthon Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Facilitate Boosterthon program to raise funds for CTE PTO.
- Monitor and manage the PTO email account ([cherrytrepto.boosterthon@gmail.com](mailto:cherrytrepto.boosterthon@gmail.com)) for the duration of the term.
- Prior to Program Kickoff
  - Attend all Boosterthon Zoom Meetings.
  - Determine school and class rewards for each nightly challenge as well as overall challenges.
  - Meet with Principal prior to school starting for approval on all proposed challenges, program dates, verify grade level Fun Run times, and overall discussion of expectations.
  - Confirm approved challenges with Boosterthon so they will update communication as needed.
  - Assist Boosterthon Vice Chair in unpacking and sorting prizes (if prize distribution is approved by Principal).
  - Review the Boosterthon communication plan on the Boosterthon website 30 days out and separate into documents for each form of communication. Adjust font and customize as needed. Send to Principal for approval.
  - Once approved, distribute to the following contacts prior to program kickoff. The first round of communication goes out two weeks before kickoff.
    - Principal - morning announcements
    - Front office Administrative Assistant - Teacher and Family emails
    - Media Center Specialist - List of nightly challenges for Broadcast
    - PTO Communications Chair- Social Media Posts and Chatter
- During program
  - Email current numbers and nightly challenge winners to Principal by 8AM each day for morning announcements.
  - Ensure all corresponding communication goes out for each day of the program.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

- Assist Vice Chair with prize packing, delivery, and bag retrieval of prizes as needed.
- Distribute flyers in teachers' mailboxes as indicated on the communication plan.
- Event Day
  - Arrive early to greet the Boosterthon team and provide support as needed.
  - Assist as needed throughout the event.
  - After all grades have participated, get absent list from front office and send to Boosterthon to reconcile.
- Post Event Day
  - Attend zoom meeting with Boosterthon for final numbers.
  - Meet with Principal to discuss the program and to determine date to fulfill school reward if earned.
  - Secure all supplies for school reward and attend assembly to assist.

Term:

- One year; July-October with most responsibilities falling in September
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: April 2026

# Family Directory and Marquee Sign

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Maintain the Outdoor School Sign.
- Coordinate with school administration to publicize upcoming activities.
- Always obtain approval from the Principal for any new theme or content.
- Work with the Executive Board to establish and update voluntary family directory consistent with the digital security policies of Carmel Clay Community Schools.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Donuts with Grownups Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Plan and execute the breakfast event
- Be cognizant of different dietary restrictions and make sure to announce options in communication
- Order donuts, make facility arrangements and determine set up needs.
- Determine need and submit request for volunteers to PTO Volunteer Coordinator, so a sign up can be sent out to all PTO Volunteers. Provide direction to volunteers during event.
- Manage the Communication Plan to publicize event with support of Exec Board Contact.
- Liaise with PTO Executive Board Contact, Cafeteria Manager, and front office staff for this event.
- Work with Executive Board Contact to adhere to and manage the Parents and Pastries budget, and maintain a complete and accurate record of all expenses. Submit reimbursement request to Treasurer, if needed.
- Monitor and manage the PTO email account [cherrytreepto.parentspastries@gmail.com](mailto:cherrytreepto.parentspastries@gmail.com) for the duration of the term.
- Timely completion of “close-out” tasks as requested by Vice President/President Elect, including updating the Parents and Pastries Google Drive Folder and timeline, and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Fall Family Fun Night Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend meetings of the General Board and general membership.
- Strive to provide an event for the Cherry Tree community that will achieve the goals listed below:
  - Encourage a sense of community at Cherry Tree Elementary
  - Build on and facilitate the growth of old and new relationships amongst CTE families.
  - Encourage and allow participation by all CTE families who want to attend (no maximum participation restrictions imposed by the vendor.)
  - Structure Fall Family Fun Night so it is free of charge.
- Plan and manage a Fall Family Fun Night event; date will be provided by Executive Board Contact. This includes, but is not limited to the following duties:
  - Select and schedule activities upon obtaining approval from the Principal & Executive Board.
  - Complete Communication Plan to publicize event, and submit to Communications Secretary, with support of Exec Board Contact.
  - Solicit parent committee for additional help, if desired.
  - Determine volunteer needs, and submit request to PTO Volunteer Coordinator, so they can create and send out sign up to all PTO Volunteers.
  - Manage budget. Complete and fill out expense report, and submit to Treasurer in a timely manner after event is completed.
- Monitor and manage the PTO email address [cherrytreepto.fallfamilyfun@gmail.com](mailto:cherrytreepto.fallfamilyfun@gmail.com) for the duration of the term.
- Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Fall Family Fun Night PTO Google Drive and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Fifth Grade Special Events Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Attend (and help with as needed by the current chairperson(s) the current year's event.
- Monitor and manage the PTO email account [cherrytreepto.fifthgrade@gmail.com](mailto:cherrytreepto.fifthgrade@gmail.com) for the duration of the term.
- Stay in contact with the fifth grade teachers and Room Parents to help plan and organize committees for fifth grade events such as the 5th grade trip to Biztown and the End of the Year Recognition Ceremony.
- Stay in contact with the fifth grade teachers and room parents to plan for any class/students gifts (memorabilia).
- Enlist volunteers as needed for any events, by submitting volunteer request to Past President/Volunteer Coordinator; they will post Sign Up on PTO Signup Genius.
- Gather photos from parents and guardians for 5th Grade Recognition Ceremony slide show.
- Responsible for managing the budget of 5th grade events and memorabilia supported by PTO funds.
- Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating Fifth Grade Special Events Google Drive and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Grandpersons Night Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Plan and execute Grandpersons Night Open House event, with the support of Executive Board contact (may include but not limited to snack and beverage offerings, games, photo scene, craft, & decorations)
- Acquire food, & order beverages through Cafeteria Manager.
- Order front yard sign, welcoming Grandpersons.
- Communication Plan to publicize event via Cherry Tree Chatter & Social Media, with support of Exec Board Contact.
- Work with Executive Board Contact to adhere to and manage the Grandpersons Night budget, and maintain a complete and accurate record of all expenses. Submit reimbursement request to Treasurer, if needed.
- Monitor and Manage the PTO email address [cherrytreepto.grandpersons@gmail.com](mailto:cherrytreepto.grandpersons@gmail.com) for the duration of the term.
- Submit request for needed volunteers to PTO Volunteer Coordinator.
- Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Grandpersons Google Drive folder, and timeline, and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Hospitality Luncheons Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Coordinate food and beverages for the Back to School, Parent/Teacher Conference, and End of School Year Staff Luncheons.
- Submit request for additional food and supply donations/volunteer help to PTO Volunteer Coordinator.
- Purchase paper goods, as needed for the PTO events.
- Work with Executive Board Contact to adhere to and manage the budget under line items “Back to School Staff Lunch,” “Conference Lunch,” & “End of Year Staff Lunch”, and maintain a complete and accurate record of all expenses. Submit reimbursement request to Treasurer, if needed.
- Monitor and manage the PTO email address [cherrytreepto.hospitalitylunch@gmail.com](mailto:cherrytreepto.hospitalitylunch@gmail.com) for the duration of the term.
- Timely complete “close-out” tasks as requested by Vice President/President Elect including updating Staff Hospitality Google Drive and completing an annual report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Ice Cream Social Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Plan and execute the back-to-school Ice Cream Social; date will be provided by Principal and Executive Board.
- Order ice cream and popsicles.
- Make facility arrangements, with help of Executive Board Contact.
- Coordinate volunteer efforts at the Ice Cream Social (set up, serve, etc) by determining volunteer needs, and submitting a volunteer request form to PTO Volunteer Coordinator; they will send out sign up to all PTO Volunteers.
- Manage the Communication Plan to the Communications Secretary, to publicize event, with support of Exec Board Contact.
- Monitor and manage the PTO email account [cherrytreepto.icecreamsocial@gmail.com](mailto:cherrytreepto.icecreamsocial@gmail.com) for the duration of the term.
- Liaise with PTO Executive Board Contact & Cafeteria Manager for this event.
- Manage budget for the Ice Cream Social, and submit expense report to Treasurer in a timely manner after event is completed.
- Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the PTO Ice Cream Social Google Drive and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# **Pops of Patriots (POPs) Chairperson**

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties

- Attend meetings of the General Board and general membership.
- Communicate with and organize meetings for POPs members, as needed/desired.
- Organize and run various events throughout the year, as approved by the CTE PTO Executive Board.
- Solicit POPs members to volunteer as First Days of School Greeters and work with the CTE PTO President on the first days of school to organize and manage all Greeters.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Media Center Coordinator

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Monitor and manage the PTO email account [cherrytreepto.mediacenter@gmail.com](mailto:cherrytreepto.mediacenter@gmail.com) for the duration of the term.
- Schedule the Media Center Volunteers.
- Train Media Center Volunteers.
- Organize, maintain and share with the media specialist the volunteer list, complete with email addresses and phone numbers.
- Serve as the main contact person for Media Center Volunteers.
- Timely completion of "close-out" tasks as requested by Vice President/President Elect, including updating the Media Center Coordinator Google Drive and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: April 2026

# PTO Bakers

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend meetings of the General Board and general membership.
- In the past, we have used Sign Up Genius to organize PTO Bakers. You will receive a
- list of volunteers from your Executive Board Contact prior to the school year beginning.
- Plan a monthly baking day, the past few years it has been on Wednesdays. Check with the front office to see if Wednesday remains the best day.
- You may plan themed days, like Cupcake Day, Pie Day, Peanut Butter Day, etc but it is not necessary.
- In addition to the monthly baking, PTO Bakers provides breakfast treats for the Veterans' Day program.
- Other programs, such as Fifth Grade Events or Teacher Appreciation, may call upon Bakers to help provide items for events. You can reach out to your Bakers as needed when other chairs reach out.
- Adhere to and manage Bakers' budget and maintain a complete and accurate record of all expenses.
- Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the Bakers binder, flash drive and timeline, and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Patriot Scholarship

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend meetings of the General Board and general membership.
- Communicate with and follow instructions provided by Carmel Education Foundation.
- Attend Carmel Education Foundation scholarship training and Q&A sessions as needed.
- Maintain login to the scholarship platform provided by Carmel Education.
- Respond to general questions regarding the Patriot Scholarship.
- Recruit committee members to evaluate initial and final reviews of external applications.
- Schedule and conduct any meetings related to scholarship review.
- Coordinate with the Treasurer on any financial transactions, documentation, and reconciliation that may be related to awarding the scholarship.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Newcomers Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Plan Summer 'Popsicle Playdate' for Kindergarten families (date provided by Executive Board contact)
- Organize summer tours of the school for new families the week before school starts (date provided by Executive Board contact). Enlist volunteers by submitting form to PTO Volunteer Coordinator, who will distribute sign up to all PTO parent volunteers.
- Work with CTE Principal and Executive Board Contact to coordinate a newcomer event to welcome families new to Cherry Tree after school is underway. (Past events have included Grade Level playdates, park playdate, a parent's coffee, etc.)
- Coordinate 'Welcome Back Patriots' sign for the front of school before Kindergarten Orientation and through Ice Cream Social.
- Monitor and manage the PTO email account [cherrytreepto.newcomers@gmail.com](mailto:cherrytreepto.newcomers@gmail.com) for the duration of the term.
- Timely completion of "close-out" tasks as requested by Vice President/President Elect, including updating the Newcomers PTO Google drive folder and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Nominating Secretary

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Assemble Nominating Committee to fill Executive & General Board chair positions, known as the Slate, for the following school year. *\*\*From By-laws: The Nominating Committee shall consist of the Nominating Secretary, the President(s), the Vice President(s)/President(s) Elect, and a minimum of three Members from the general membership named by the Vice President(s) and approved by the Executive Board. The Vice President(s)/President(s) Elect shall preside over the Nominating Committee. Every effort shall be made to have representatives from different neighborhood subdivisions on the Nominating Committee.*
- In mid-January, you will submit to the Vice President 3+ PTO members' names as possible nominating committee members, to be approved by the PTO Executive Board at the January Executive Board meeting.
- The PTO Executive Board will approve the nominating committee whose members include the Nominating Secretary, current PTO President, Vice President, and a minimum of three at-large positions.
- Confirm nominating committee candidates by the end of January.
- In February/March, schedule & attend (and potentially host) 2-3 nominating committee meetings, facilitate meetings, take notes during the meetings, solicit new incoming board members as needed, & update the master Slate spreadsheet throughout process.
- Work with Executive Board Contact to have Principal & Executive Board approve Slate at April Executive Board Meeting.
- Email all slate members confirming their acceptance by Executive Board, and advise that they will be voted on at May PTO General Board meeting.
- Update the Slate as needed. You will need to provide the Vice President or Communications Secretary with the slate to post on PTO web site & on Cherry Tree Chatter at least 2 weeks before the PTO General Board meeting in May. The slate will be voted on, per bylaws, at the May meeting.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

- Present the final slate at the May General Board meeting for a vote by the PTO General membership.
- Monitor and manage the PTO email account [cherrytreepto.nominating@gmail.com](mailto:cherrytreepto.nominating@gmail.com) for the duration of the term.
- Work with Executive Board Contact to adhere to and manage the Nominating Secretary budget, and maintain a complete and accurate record of all expenses. Submit reimbursement request to Treasurer, if needed.
- Timely completion of “close-out” tasks as requested by Vice President/President Elect, including updating the Nominating Secretary Google drive, timeline and completing an annual post event report.

Term:

- One year, with all duties being performed in the Spring.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: April 2026

# Adult Social Night Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Plan and execute the Parent Social Night event, preferably in the months of February or March, in conjunction with the Spring Silent Auction. *\*The Parent Social Night ideally is on the last day of the Spring Auction.*
- Submit Communication Plan to publicize event to Communication Secretary, with support of Executive Board Contact.
- Submit request for volunteer/donation needs to PTO Volunteer Coordinator, as needed.
- Establish subcommittees as needed, with support of Executive Board Contact.
- Monitor and manage the PTO email account [cherrytreepto.parentsocialnight@gmail.com](mailto:cherrytreepto.parentsocialnight@gmail.com) for the duration of the term.
- Manage budget for Parent Social Night; fill out expense report and submit to Treasurer in a timely manner after event is completed.
- Timely completion of “close-out” tasks as requested by Vice President/President Elect, including saving files/information on PTO Google Drive in Parent Social Night folder, and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Party and Room Parent Coordinator(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Obtain the list of potential Room Parent volunteers gathered from classroom teachers at the start of the year.
- Monitor and manage the PTO email account [cherrytreepto.partycoordinator@gmail.com](mailto:cherrytreepto.partycoordinator@gmail.com) for the duration of the term.
- Determine Room Parent by using a drawing generator.
- Confirm current background checks for all room parents and party volunteers with the front office.
- Disseminate to all Room Parents the duties and limits of the position.
- Serve as a focal point for sharing PTO and school information through Room Parents, and provide feedback from Room Parents to the PTO Executive Board as appropriate.
- Have the Room Parent(s) prepare a schedule of classroom volunteers for weekly assistance or special event/party assistance as requested by classroom teacher.
- Plan and assemble party instructions for each grade level. Make sure plans are approved by principal and FAP teachers. Provide a copy of instructions and supplies to FAP teachers to work with students prior to party.
- Work with the Nurse to coordinate allergy friendly snack options, purchase and distribute snacks for the Winter Party in December and the Valentines Party in February.
- Submit to the PTO Treasurer deposit forms within 7 days of the event, and maintain an accurate accounting of expenditures by grade level and Specials areas. Expenses will be submitted within 30 days after the purchase is completed to the Treasurer per Financial Guidelines.
- This person serves as the budget manager for Classroom Coordinator.
- Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the Classroom Coordinator Google Drive and completing an annual post event report.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: April 2026

# Random Acts of Kindness (RAK) Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Monitor and manage the PTO email account [cherrytreepto.kindness@gmail.com](mailto:cherrytreepto.kindness@gmail.com) for the duration of the term.
- Organize and recruit volunteers for School Supply Set-up day in July.
- Plan and execute random acts of kindness for Cherry Tree teachers and staff (past examples have included snack/drink cart, Coffee truck, gift card tree during holidays, and chalking the sidewalks with encouraging messages for Veterans Day and other occasions)
- If additional volunteers are needed, submit volunteer request to PTO Volunteer Coordinator, and they will send out sign up to all PTO Volunteers.
- Send pictures of special acts to Communications Secretary, to share in PTO newsletter and on Cherry Tree PTO social media.
- Adhere to and manage the Random Acts of Kindness budget, and submit expense report to Treasurer in a timely manner.
- Timely complete "close-out" tasks as requested by the Vice President/President Elect, including updating the Random Acts of Kindness Google drive folder, and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Science Fair Chairperson

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Update the Informational Packets that are made available to students to assist with their projects.
- Timely publicize the Science Fair to CTE families
- Prepare the Participant Registration Form and Judge/Volunteer Registration Form (“Forms”). Work with the PTO Communications Secretary to post the Forms on the CTE PTO website, provide links to the Forms in relevant PTO communications, and manage responses obtained through the Forms.
- Manage the Communication Plan to publicize event with support of Exec Board Contact.
- Monitor and manage the PTO email account [cherrytrepto.sciencefair@gmail.com](mailto:cherrytrepto.sciencefair@gmail.com) for the duration of the term.
- Respond to questions and communicate with CTE families, as needed.
- Plan the Science Fair layout (e.g., student display locations, judging and registration tables, etc.) and prepare necessary signage.
- Provide on-site management during the Science Fair (including during setup and cleanup).
- Update the Judging Form prior to the Science Fair.
- Monitor and manage the judging process during the Science Fair.
- Coordinate the purchase and distribution of participant buttons, awards and trophies.
- Solicit, schedule, and train volunteers.
- Organize refreshments for judges (if applicable).
- Register for regional competition.
- Coordinate thank you notes to volunteers, judges and donating vendors.
- Adhere to and manage the Science Fair budget and maintain a complete and accurate record of all expenses.
- Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Science Fair binder, flash drive and timeline, and completing an annual post event report.
- If mentoring sessions are offered:

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

- Schedule and reserve space for the sessions with CTE and your Executive Board Contact.
- Solicit, schedule and train volunteers for the sessions.
- Prepare a Mentoring Sessions Registration Form.
- Adhere to the CTE PTO Club Procedures.

Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

Last Revised: April 2026

# Grade Level Shirts and Spirit Wear Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Request and compare vendor proposals/quotes to choose vendor.
- Work with an outside vendor to design and offer Cherry Tree logo spirit wear, and finalize ordering plan for students and families.
- Monitor and manage the PTO email account [cherrytreepto.spiritwear@gmail.com](mailto:cherrytreepto.spiritwear@gmail.com) for the duration of the term.
- Complete Communication Plan, to submit to Communications Secretary, to publicize Spiritwear Sales and information, with support of Exec Board Contact.
- Manage Grade Level T-shirt sizing, ordering, and distributing.
- Attend Ice Cream Social, to:
  - Display Spirit Wear available for the year
  - Provide ordering information
  - Provide samples of shirts for viewing, for individuals to determine sizes
  - Provide samples of Grade Level t-shirts, and collect sizes for students.
- Receive and distribute the spirit wear orders.
- Troubleshoot order-related issues as they arise.
- Timely completion of “close-out” tasks as requested by Vice President/President Elect including updating Spirit Wear PTO Google drive folder, and completing an annual report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Staff Recognition Weeks/Staff Favorites Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Monitor and manage the PTO email account [cherrytreepto.staffrecognition@gmail.com](mailto:cherrytreepto.staffrecognition@gmail.com) for the duration of the term.
- Purchase and present approved gifts to teachers.
- Create and execute packaging/gift presentation for the recognition gifts (mentioned above).
- Support Teacher Appreciation Week Chairs in Teacher Appreciation Luncheon, if requested.
- Purchase candy for head custodian to distribute to staff on the last Friday before Halloween, Winter Break and Valentine's Day
- Enlist volunteers, as/if necessary, by submitting volunteer request form to Volunteer Coordinator; they will send out Signup Genius to all PTO Volunteers.
- Send pictures and articles to the Communications Secretary for inclusion in the Cherry Tree Chatter and CTE PTO social media.
- Adhere to and manage the Teacher Appreciation Week budget and maintain a complete and accurate record of all expenses.
- Timely complete "close-out" tasks as requested by the Vice President/President Elect, including updating the Teacher Appreciation Week Google Drive and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Teacher Appreciation Week Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Monitor and manage the PTO email account [cherrytreeppto.teacherweek@gmail.com](mailto:cherrytreeppto.teacherweek@gmail.com) for the duration of the term.
- Solicit and maintain a list of teacher favorites to be shared with families via the website.
- Purchase and present approved gifts to teachers.
- Create and execute packaging/gift presentation for the recognition gifts (mentioned above).
- Plan and execute the teacher appreciation luncheon during teacher appreciation week.
- Enlist volunteers, as/if necessary, by submitting volunteer request form to Volunteer Coordinator; they will send out Signup Genius to all PTO Volunteers.
- Send pictures and articles to the Communications Secretary for inclusion in the Cherry Tree Chatter and CTE PTO social media.
- Adhere to and manage the Teacher Appreciation Week budget and maintain a complete and accurate record of all expenses.
- Timely complete "close-out" tasks as requested by the Vice President/President Elect, including updating the Teacher Appreciation Week Google Drive and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Teacher Fun Clubs

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Provide sign up and communication to Principal to distribute teachers to sign up for leading a Fun Club.
- Meet with front office staff to establish session dates for Clubs.
- Monitor and manage the PTO email account [cherrytreepto.funclubs@gmail.com](mailto:cherrytreepto.funclubs@gmail.com) for the duration of the event.
- Contact each sponsoring teacher to determine club description, club cost, club time, and other important club details.
- Plan the club registration and enrollment process.
- Manage the registration for each Club offered.
- Manage the Communication Plan to publicize event with support of Exec Board Contact.
- Work with Treasurer to collect fees from participating students.
- Schedule and contact club volunteers notifying them of the day(s) they will assist.
- Follow CTE Club Procedures.
- Enforce parent/guardian/ESE pick up procedure at the end of each class
- Timely complete “close-out” tasks as requested by the Vice President/President Elect, including updating the Teacher Fun Clubs Google drive with pertinent documents and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Veteran's Day Program Chairperson

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Monitor and manage the PTO email account [cherrytreepto.veteransday@gmail.com](mailto:cherrytreepto.veteransday@gmail.com) for the duration of the term.
- Oversee Veterans Day Committee to include:
  - Regular planning meetings with Music Teacher pre- and post Veterans Day
  - Event Marketing/Communications - create and update timeline; create all school communications including Chatter, social media, and flyers sent home with students; manage RSVP google form / guest list.
  - Hall of Heroes/Decor - coordinate with art teacher on Veterans Day decor needs and deadlines; coordinate with Veterans Day speaker, cub scouts and teachers; manage Hall of Heroes slides honoring Veterans including updates, printing, lamination, hanging and taking down.
  - Hospitality - event set-up/tear-down; check-in process; refreshments for attendees; secure and manage day-of event volunteers.
- Determine volunteer needs, and submit request to PTO Volunteer Coordinator, so they can create and send out sign-up to all PTO Volunteers.
- Manage budget. Complete and fill out expense report, and submit to Treasurer in a timely manner after event is completed.
- Manage PTO Veterans Day email account, for duration of term.
- Timely completion of "close-out" tasks as requested by the Vice President/President Elect, including updating the Veterans Day Program PTO Google Drive folder and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.

# Winter Family Fun Night Chairperson(s)

## Board:

- Member of the General Board and general membership

## Requirements:

- Must be a member of the Cherry Tree Elementary PTO (all parents are automatically members of PTO).
- Must have a current, satisfactory criminal history check on file with Carmel Clay Schools.

## Duties:

- Attend PTO General Board meetings to share progress and learn of other PTO activities underway.
- Strive to provide an event for the Cherry Tree community that will achieve the goals listed below:
  - Encourage a sense of community at Cherry Tree Elementary.
  - Build on and facilitate the growth of old and new relationships amongst CTE families.
  - Encourage and allow participation by all CTE families who want to attend (no maximum participation restrictions imposed by the vendor).
  - Structure Winter Family Fun Night so it is free of charge.
- Plan and manage a Winter Family Fun Night event; date will be provided by Executive Board Contact. This includes, but is not limited to the following duties:
  - Select and schedule activities upon obtaining approval from the Principal & Executive Board.
  - Complete Communication Plan to publicize event, and submit to Communications Secretary, with support of Exec Board Contact.
  - Solicit parent committee for additional help, if desired.
  - Determine volunteer needs, and submit request to PTO Volunteer Coordinator, so they can create and send out sign up to all PTO Volunteers.
  - Manage budget. Complete and fill out expense report, and submit to Treasurer in a timely manner after event is completed.
- Monitor and manage the PTO email account [cherrytreepto.winterfamilyfun@gmail.com](mailto:cherrytreepto.winterfamilyfun@gmail.com) for the duration of the term.
- Timely completion of “close-out” tasks as requested by the Vice President/President Elect, including updating the Winter Family Fun Night PTO Google Drive folder and completing an annual post event report.

## Term:

- One year
- Note that the Nominating Committee may encourage an individual to rotate to a different Committee Chairperson position to, among other things, encourage involvement of other members of the CTE PTO and/or infuse new ideas/approaches.

The primary purpose of this job description is to inform prospective and current volunteers of the major tasks for which the holder of this position is responsible. It is not meant to be all-inclusive.