

PTO Executive Board Positions 2025-2026

President

Chief Executive Officer of the Organization. Direct link to Principal, Vice Principal, Teachers and Staff. Will coordinate the work of the Executive Board Officers and run all meetings of the organization and of the Executive Board.

Vice President

In the absence of the President, the Vice President shall assume the duties and responsibilities of the President. This position will communicate any updates regarding their committees with the webmaster to update the PTO website.

- Executive Board Meeting Agendas
- Oversees post-event recap meetings and surveys
- Bylaws
- Grant Writing
- School Tours
- Scottsdale Parent Council
- Oversees CTS Marketing
- Site Council Representative
- Works with SUSD/City for quotes/approvals – Campus Improvements
- Supports the CTS Dads Club
- Volunteer Process/Coordinating

Secretary/Communications Officer

The Communications Officer shall keep minutes of all meetings and will be in charge of the weekly newsletter and all PTO email blasts. This position will also support all PTO sponsored recognition of teachers, staff and parent community.

- Maintain PTO Calendar on website
- Maintains minutes for Executive Board and General meetings
- Oversees any PTO-sponsored Social Media
- Newsletter/eBlasts

Treasurer

The Treasurer shall have custody of all funds of the organization and shall keep up to date accounting records of the organization's funds. The Treasurer shall make disbursements as authorized by the Executive Board and give financial updates regularly. The Treasurer will maintain the organization's budget and give guidance to all committee chairs about individual programming budgets. Teachers requests, Grade level Requests by teachers, Grade Level Leads-Fundraising.

Assistant Treasurer

Assistant Treasurer assists the Treasurer in the direction and management of the PTO's treasury activities.

VP of Community Support

This position will recruit and help maintain the continued support and recognition of our Cheyenne Community. You will assist the chairs and help find the resources they need for their programs. This position will communicate any updates regarding their committees with the webmaster to update the PTO website.

- Celebration and Condolence Gifts
- Educational Support National Days (ie Admin, Nurses, Lunch Heroes, etc.)
- End of Year Gifts
- Outreach Program with School Nurse/Sister School Program
- PBIS/CTS Way
- Room Parent Coordinator
- Specials Teachers Holiday Gifts
- Teacher/Staff Appreciation events
- Health Screening
- Picture Day
- Used Uniform Sale/Lost and Found
- Volunteer Appreciation

VP of Data Management

This position will work with the executive board and webmaster to organize all PTO data and information as it relates to analysis and updating back-end functions. This position will communicate any updates to the board and webmaster to ensure PTO website/membership management program/Directory are all current and provide analysis during the school year.

- Analysis of all PTO events
- Back-end support for Membership Campaign – renewal process, member data, analysis/updates on the campaign throughout the year
- PTO online Directory (Membership Toolkit)
- PTO website
- Reports – as needed
- Manage web-based member management program, manage software and act as liaison with the software company (Neon)
- Event Registration

VP of Fundraising

Recruit and support committee chairs for key fundraising events. Continue to monitor the success of fund-raisers and to recommend changes to fundraising objectives and strategies. This chair will also monitor passive fundraising efforts. This position will communicate any updates regarding their committees with the webmaster to update the PTO website.

- Spring Fundraiser
- Harvest Festival
- Passive Fundraising Programs and Sponsorships
- CTS Store (includes Squadlocker and/or spirit shirt coordinator)

VP of Membership

Responsibility to plan, guide and direct the membership committee in a successful membership campaign. Plan a membership campaign that uses a variety of methods and outreach activities to promote the value of the PTO. This position will communicate any updates regarding their committees with the webmaster to update the PTO website.

- Back to School Event
- First Time Cheyenne Parent Orientation (fall and spring)
- PTO Membership Drive
- Welcome Committee
- Parent Social Events
- School Supply Kits

VP of Middle School Programs

This position will recruit and help maintain the student-centered events on campus. You will assist the chairs and help find resources they need for their programs. This position will communicate any updates regarding their committees with the webmaster to update the PTO website.

- Evening Under the Stars
- Greek Day
- Mogollon Rim Field Trip (coordinates with MS Science teachers)
- Middle School Dances
- Supports MS Programming (NJHS, STUGO, Toastmasters, new student roundtables, as requested)
- MS Speakers as requested
- Sports Banquets
- Yearbook

VP of School Events

This position will work with the executive board, parents, and staff to run, recruit and organize school-centered events. This position will communicate any updates regarding their committees with the webmaster to update the PTO website.

- Colonial Day
- Community Builders/Family Events (1/semester)
- Field Days
- Little Cheer
- Book Fair
- Star Performer
- Talent Show

Immediate Past President (when applicable)

Non-voting position that serves in an advisory role as a resource to the Executive Board and members. Attends Executive Board Meetings and fulfills other responsibilities as appointed.