



President: The President shall be the chief officer of the PTF. The President shall conduct meetings and shall be responsible for keeping the CCS Board informed of all the PTF activities with brief, periodic written reports. A periodic report shall be made prior to Christmas break for the fall term and prior to the last day of school for the spring term. The President may be invited to attend CCS Board meetings to present reports and answer questions. The President shall appoint any and all committees as needed and shall be an ex-officio member of all said committees. The President shall have all other duties and powers as are incident to the office prescribed by the CCS Board.

Vice President: The Vice-President shall perform such duties as may be directed by the President. The Vice-President shall assume the duties of the President when the President is absent or unable to discharge the duties of the office. The Vice-President shall perform such other duties as may be required by the CCS Board.

Secretary: The secretary shall maintain accurate records, keep minutes of each meeting, issue call of meetings, write letters as directed by the agreement of all officers, and file copies of the Bylaws, minutes, letters, and committee special reports. The secretary shall perform such other duties as are required by the PTF President and CCS Board.

Treasurer: The Treasurer shall have custody of all moneys of PTF, shall maintain the financial records, and shall balance the same each month. The treasurer shall disburse moneys as directed by the President. The treasurer shall prepare periodic financial reports and submit them to the CCS Board as follows: prior to Christmas break for the fall term and prior to the last day of school for spring term.

Room Parent Liaison: The Room Parent Liaison supports the parents who volunteer to be their classroom's Room Parent for the year. This is done through periodic emails to the Room Parents reminding them of things they need to communicate to all parents in their respective classrooms (i.e., when teacher/staff birthdays are approaching, when school events need parents to volunteer, etc.)