

## HOW DOES A PTO WORK? BREAKOUT SESSION

- 1) Relationship between PTOs and Office of Catholic Schools.
- 2) PTO Board relationship with Principal and Pastor.
- 3) PTO Board is elected (President, Vice-President, Treasurer, Secretary). Some Boards have Parent Liasons, or other members such as PTO Volunteer Coordinator. These additional positions may or may not be voting members.
  - By-Laws are guidelines or rules created to assist officers in carrying out their duties.
  - PTO Meetings should be held at least twice a year to inform parents of state of school and other matters.
  - Minutes should be distributed to PTO members which include parents, teachers, staff.
- 4) Constitution serves as a statement of purpose.
- 5) Fundraising and (IRS guidelines). [*Just brief mention required as there is a whole Financial Best Practices and Fundraising breakout session.*]