

Membership

- Attend monthly meetings to hear and comment on reports
- Volunteer for activities and committees
- Approve budget variances for
- Approve non-budgeted spending

Executive Board

- Transact business between meetings
- Report out to the membership
- Approve plans of work of executive board and committees
- Create committees
- Create and approve budget
- Pay bills as budgeted

Committees

- Create workplans to support purpose of committee
- Submit plans to executive board for approval
- Report to membership and take comment and suggestion
- Perform the work of the committee and recruit volunteers for activities
- Submit proposals for any budget variances

Example of PTO Work process: “Fall Fundraiser”

- 1) The Board submits the annual budget with a line item for “Fall Fundraiser.” The line item has \$5,000 revenue associated with it.
- 2) The Membership approves the budget.
- 3) The Board asks for volunteers to staff a Fall Fundraiser committee.
- 4) The committee meets and determines what the Fall Fundraiser will be, works out logistics and develops a plan to pull off a successful event
- 5) The Committee reports back to the Executive Board their plan before the next membership meeting and the Executive Board provides feedback
- 6) The Committee reports the plan to the Membership at the next Membership meeting, solicits feedback and answers any questions.

IF there are any items that are going to be over budget then the membership will need to vote on them ahead of time.

Decisions about what happens at events and how it will happen should happen in committee as much as possible. Committee Involvement = Voice in Outcome