**Operations Committee**

Vision:

Trustee or designated Board member will chair the Audit and Nominations and Elections committee. Additionally, this person will be responsible for Operational Controls and working closely with the Secretary.

**Audits**

Vision:

Trustee or designated Board member will chair the committee that will oversee and ensure the accuracy of PTO documentation and financials.

Scope:

* Committee should consist of the Vice President, Secretary, and a Trustee.
* Committee will utilize non-Board members to conduct financial audits and give recommendations for 501c3 organizational improvement.
  + Preferably, someone from the Spring Trail community with a CPA or accounting background
* Audit frequency should be developed and approved by the Executive Board; with a minimum of once per year at the end of the fiscal year.

**Nominations and Election**

Vision:

Trustee or designated Board member (other than the President) will chair the committee to ensure the eligibility of nominees and elections are in accordance with PTO bylaws.

Scope:

* Committee will slate eligible candidates at the April general meeting
* Committee will distribute a candidate list to all members 1 week prior to elections
* If any executive board positions has more than one person nominated, those nominees must be slated on the trustee ballot assuming the candidate is willing to accept a trustee role in the event they are not elected as an executive board member.
* Nominations will take place up until the election commences. Nominees, must meet eligibility requirements per the PTO bylaws. If eligibility cannot be determined prior to the election, eligibility must be confirmed within 5 business days after the election, or the position goes to the next eligible runner up.
* Committee will prepare a voting ballot of candidates to be used for all members who attend the May general meeting
* Committee will host election to be held at the May general meeting
* Committee will tally, record, and announce elected board.
* Elected members must be recorded in official Meeting Minutes

**Operational Controls**

Trustee or designated Board member will chair the Operational Controls committee as described below.

Scope

* Official PTO email account administrator
  + Distribution of email accounts to board members and committee chairs
  + Maintaining outdated accounts and resetting passwords
  + Updating family emails in the updates email annually (list from the school)
* Meeting minutes or other responsibilities when the Secretary needs assistance
* Getting required permits for events when necessary