

MITCHELL MUSTANGS



PTOC Representative Walkthrough of Duties

Thank you for taking on/interest in the role of PTOC Representative. Below you will find a walkthrough for procedures and recommendations that will help it run smoothly.

1. Duties:

1. The PTOC Rep shall represent the Mitchell PTO at district wide Council, and communicate school issues to the district level and convey district information back to the school.

 2. Attend Regular PTO meetings and report as needed on relevant PTOC related topics, events, information.

 3. Attend Regular PTOC meetings and serve as our representative addressing concerns, gratitudes, and interests of our PTO and community.
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1. Please work with the PTO President at the beginning of your term to confirm you status on the rosters for PTOC as well their email lists.