

CTSO ADVISOR RESPONSIBILITIES

- Regularly read and respond to Executive Directors' emails.
- Meet deadlines for state and national events (dues, conferences, etc.)
- Actively promote CTSO by recruiting members.
- Use the CTSO-specific software to register and report students.
- Be a professional member of their CTSO.
- Attend local advisors' meetings to keep up with changes.
- Incorporate appropriate CTSO curriculum into program of study.
- Maintain local treasuries with the aid of the local treasurer.
- Collect completed CTSO consent forms for conferences.
- Supervise members and actively encourage participation in activities.
- Elect local officers in an equitable and fair manner.
- Train the officers in basic parliamentary procedures to keep meetings running smoothly.
- Facilitate fundraising based on school and district policies.
- Adhere to all field trips guidelines.
- Provide leadership opportunities to members (guest speakers, workshops, being a good role model, etc.)
- Work as a team with other local advisors to help Executive Directors complete their responsibilities.
- Provide information to local media on CTSO events.