

Summit Hill Elementary PTO Board Responsibilities

PRESIDENT

- Presides at all Executive Committee, PTO Board and General Membership meetings.
- Executive Committee meetings are scheduled as needed. PTO Board Meetings are held once a month. There are three General Membership meetings: Curriculum Night (August) to vote on the budget; Bingo Night (January/February) to vote in the Nominating Committee; and a Spring Event (March/April) to vote in new Executive Committee.
- Reviews all meeting minutes.
- Communicates and meets with the principal as needed.
- Assists Treasurer in developing overall PTO budget.
- Attends teacher meeting at the beginning of the school year to introduce PTO support services for teachers (Art EdVentures, Copy Center, Discovery Lab, etc.).
- Conducts Executive Committee training to include PTO yearly goals/focus/calendar; expectations of positions (tasks, timelines, meeting attendance, meetings with committee chairs, thanking volunteers, etc.); bylaws; voting protocol; communications guidelines and treasurer procedures.
- Reviews and approves all PTO correspondence to the school community.
- Signs all contracts on behalf of the PTO.
- Signs all bank checks for reimbursements and payments.
- Appoints chairs and special committees in conjunction with the Executive Committee.
- Hosts Executive Committee and PTO Board holiday events.
- Initiates Nominating Committee process.
- Consults with Officers and Committee Chairs as needed.
- Attends PTO sponsored events at the school.
- Writes President letters and articles for the PTO Check Writing Campaign and SHE PTO website.
- Assists PTO volunteers as needed.
- Updates procedure book for successor.
- Attends monthly Principal Summits in various neighborhoods (optional).

SECRETARY

- Attends all Executive Committee, PTO Board and General Membership meetings.
- Drafts all meeting agendas for distribution prior to meetings.
- Records all business transacted at each meeting of the PTO and presents minutes for approval at the next meeting of the same body.
- Maintains and circulates PTO Board Member Directory with each members contact details, including email and phone number(s) to the PTO Board.
- Compiles the PTO calendar for the school year, and maintains it on the website.
- Obtains all Committee reports on file.
- Copies and distributes bylaws to all Board Members.
- Sends correspondence for the PTO and maintains a correspondence file.
- Sends out notices and agendas of meetings.
- Prepares in advance of each meeting (in consultation with the Presidents) an agenda showing the order in which business should come before the body.
- Reserves room for PTO meetings.
- Assists in determining a quorum.
- Counts a rising vote.
- Coordinates displays for the PTO bulletin board.
- Serves as custodian for all records except those specifically assigned to other individuals.
- Attends PTO sponsored events at school.
- Assists PTO volunteers as needed.
- Updates procedure book for successor.

TREASURER

- Attends all Executive Committee, PTO Board and General Membership meetings.
- Holds custody and maintains a full and accurate account of the funds of the PTO.
- Deposits all revenues and disburses expenses as authorized by the Executive Board.
- Reconciles bank statements monthly.
- Develops an annual budget, distributes written statements at meetings, and provides annual financial report.
- Coordinates financial review at the end of the fiscal year and/or upon change of treasurer.
- Determines gross receipts for the previous fiscal year and coordinate filing appropriate federal tax forms.
- Coordinates counting of all monies at school wide events. (e.g. Sneak-a-Peek, Carnival, Bingo & Baskets).

- Prepares and distributes cash boxes, petty cash, and payment methods (e.g. iPads, and squares) for all school events.
- Enter building lease request for the Carnival by August from the public FCS site.
See link:

<http://www.fultonschools.org/en/divisions/ops/facserv/Pages/How-To-Rent-a-Fulton-County-School-Facility.aspx>

Instructions: Open Operations at the bottom of the page, then open Facilities Services, and then open How to rent... The program is School Dude and we will waive building fees. We will have to pay the custodial fees and Air Conditioning needs. Requires PTO insurance number and Tax Id #.

- Updates procedure book for successor.

LEGISLATION

- Attends all Executive Committee, PTO Board and General Membership meetings.
- Attends PTO sponsored events at school.
- Responsible for keeping abreast of local, state and federal events and legislation which affect the Fulton County school system and, more specifically, Summit Hill Elementary School and provides updates to the Board and SHE families at monthly PTO meetings.
- Updates procedure book for successor.

PARLIAMENTARIAN

- Attends all Executive Committee, PTO Board and General Membership meetings.
- Attends PTO sponsored events at school.
- Responsible for overseeing PTO meetings, elections and votes on various items. The Parliamentarian is a resource ensuring that the Board follows proper protocol at all times and assists with the flow of monthly meetings.
- Updates procedure book for successor.

*The Parliamentarian is appointed, not an elected position.

TEACHER LIAISON

VICE PRESIDENT of ENRICHMENT

- Attends all Executive Committee, PTO Board and General Membership meetings.
- Meets and consults with Committee Chairs as needed.
- Updates procedure book for successor.

<To Be Determined>

ENRICHMENT MEMBERS: *All chairpersons are responsible for emailing any information or updates to the VP of Communications for the weekly "News To Know" by Sunday evening.*

Capital Improvements Chair:

Curriculum Enrichment Chair:

Grant Writer:

Grounds Beautification Chair: Work within the budget to maintain school grounds (e.g. flowers, pine straw, shrub pruning.)

Support Husky Excellence (Check Writing Campaign) Chair:

*(*SHE Check Writing Campaign will fall under Enrichment beginning 2015-16 school yr.)*

Attends all PTO Board and General Membership meetings. Coordinates with PTO Presidents, VP of Fundraising and VP of Communications the check writing campaign goals and all publicity materials. Collects check writing campaign funds for current and any previous year company matches. Update Donate tab on the SHE PTO website. Organize summer mailing, oversee Sneak-a-Peek and Curriculum Nights.

Summer Mailing: Create letter and form introducing annual fundraising campaign. Create application form and distribute to the SHE families. Organize and recruit volunteers to print and stuff envelopes.

Sneak-a-Peek & Curriculum Nights: Organize volunteers and schedule (Executive Board Members only) to help process PTO donations. Contact and arrange vendors (e.g. business partner and after school program vendors.) Coordinate floor plan with custodian. Coordinate with Treasurer obtaining payment methods (e.g. cash boxes, iPads, and squares).

Survey Chair:

VICE PRESIDENT of FUNDRAISING

- Attends all Executive Committee, PTO Board and General Membership meetings.
- Updates Board on Fundraising committees status.
- Oversees and consults with Committee Chairs as needed.
- *Oversees planning and budget for PTO fundraisers with the exception of the Check Writing Campaign (**Ck writing campaign will fall under Enrichment beginning 2015-16 school yr.*)
- Attends PTO sponsored events at school.
- Assists PTO volunteers as needed.
- Updates procedure book for successor.

FUNDRAISING MEMBERS: *All chairpersons are responsible for emailing any information or updates to the VP of Communications for the weekly "News To Know" by Sunday evening.*

Business Partners Chair: Develops mutually beneficial partnerships with area businesses, coordinates PTO committee donations, updates Partners list on website, and updates partnership forms and benefits. Responsible for following up and obtaining the business partner fee and submit to the Treasurer. Liaison for any partner attending SHE events (e.g. Sneak-a-Peek, Carnival.)

Chick-Fil-A Chair: Coordinates Restaurant Nights with contact at Chick-Fil-A and volunteer schedule to man the table and keep the student count and activities. Responsible for reporting dates to the Secretary for the SHE PTO calendar. Advertising the event by distributing stickers to teacher's mailboxes for the children to wear home the day of the event.

Family Fun Events Chair: Coordinates event dates with Restaurants and Entertainment venues. Responsible for advertising each event and updating the Family Fun Night Out section on SHEPTO.org. Collects and keeps track of any pre-order tickets if applicable and collecting revenues after the event.

Free Money Chair: (*Box Tops, Labels for Education, True Blue Schools, My Coke Rewards, Publix Partners, Take Charge of Education, and Tyson A+ Programs*). Promotes these programs to SHE families and updates the Free Money tab on the SHE PTO website. Collects labels and is responsible for redeeming labels/box tops/bottle caps and collecting and other Free Money program revenues.

Spirit Wear Chair: Designs and sells clothing items with the Summit Hill logo at specified times throughout the school year. Including selecting a vendor; choosing items to design and sell; market the items at school activities; and maintain inventory.

Fundraising Special Committees (one-time event):

Basket Raffle Chair: Responsible for promoting and organizing this popular fundraiser held annually at varying times during the year. Recruits a committee to help organize this event.

Carnival Chairs:

Organize this popular annual family event. Tasks include choosing a theme; developing a budget; locating vendors; marketing the event, and securing parent volunteers. Time commitment occurs within the first three months of school.

VICE PRESIDENT of COMMUNICATIONS

- Attends all Executive Committee, PTO Board and General Membership meetings.
- Meets and consults with committee chairs as needed.
- Oversees SHE PTO website and sends out “News to Know” communications with content provided by all PTO Board members.
- Oversees Room Rep training and communications throughout the year.
- Oversees marquee updates.
- Attends PTO-sponsored events at school.
- Assists PTO volunteers as needed.
- Updates procedure book for successor.

COMMUNICATIONS MEMBERS: *All chairpersons are responsible for emailing any information or updates to the VP of Communications for the weekly “News To Know” by Sunday evening.*

Directory Chair: Collects student contact data from the Room Reps and SHE Data Clerk; organizes a database; and coordinates the publication of the directory on the website. Activities include technical formatting of data received for loading into the online database. Time commitment is greatest in August and September with an early October availability date on shepto.org. Most of the work can be done from home.

Marquee Chair: Updates signage with SHE and PTO events and important dates.

Room Rep Coordinator: Manages the process to recruit and train two Room Reps per classroom who will then assist the teachers by coordinating classroom events; recruiting parent volunteers for class, school and PTO functions; and facilitating communication among parents, the school and the PTO. Plans and coordinates Teacher Appreciation Week in second semester. Involvement extends throughout the school year with the greatest time commitment at the beginning of the school year.

Volunteer Coordinator: Responsible for obtaining volunteers for school wide events such as Picture Day, Vision & Hearing Screening, Field Day and others when needed, including determining the sign-up process. Responsible for creation of volunteer information page to be included with the Principal’s Welcome Back mailing in the summer.

Webmaster and Email: Manages PTO website and PTO email correspondence.

VICE PRESIDENT of EVENTS & HOSPITALITY

- Attends all Executive Committee, PTO Board and General Membership meetings.
- Meets and consults with Committee Chairs as needed.
- Provides a Plan of Work and area budget for PTO Treasurer.
- Submits articles for SHE newsletter and PTO website as needed.
- Attends PTO sponsored events at school.
- Assists PTO volunteers as needed.
- Updates procedure book for successor.
- **Hospitality:** Manage a budget and a small committee of volunteers who organize and provide refreshments and/or decorations for PTO-sponsored meetings and programs and any additional meetings requested by school administration. Current activities include the Welcome Back Teacher Breakfast (August), Donuts with Dad (October); Holiday Staff Lunch (December), Teacher Appreciation Lunch (March). Time commitment is moderate prior to each event.

EVENTS & HOSPITALITY MEMBERS: *All chairpersons are responsible for emailing any information or updates to the VP of Communications for the weekly "News To Know" by Sunday evening.*

Bingo Night Chair: Organize a small committee of volunteers to assist with Bingo event activities and prizes. Duties include securing food vendor and organizing donations of small token prizes for bingo winners.

Book Fair Chair: Helps promote and staff volunteers for the annual Scholastic Book Fair, which is a fundraiser. Coordinates volunteers help set up and break down the event as well as work cash registers during sale week.

Diversity Chair: Goal is to encourage the appreciation for the diversity of SHE families; by promoting dialog to appreciate and welcome all people by coordinating activities with school counselor, teacher/staff, parents and students.

Donuts for Dads Chair: Serve coffee, juice and donuts one morning for 30 minutes prior to class beginning for children to enjoy with their dads.

Exceptional Children's Week / Liaison: Assists Special Education teachers with incorporating their classes into the Art EdVentures and Discovery Lab activities. Organize recognition awareness activity for the Special Education teachers and children.

Kindness Week/Character Development Chair: Assist and coordinate school wide activities with school counselor to highlight the importance of treating one another with respect and kindness.

Munchkins for Moms Chair: Serve coffee, juice and donuts one morning for 30 minutes prior to class beginning for children to enjoy with their moms.

Red Ribbon Week Chair: Organize SHE school wide activities and decorating for National Red Ribbon Week (RRW) during the last week of October every year.

Spring Dance Chair: Organize and coordinate event. Tasks include choosing a theme; developing a budget; locating vendors; marketing the event; and securing parent volunteers.

VICE PRESIDENT of PROGRAMS

- Attends all PTO Board and General Membership meetings.
- Meets and consults with Committee Chairs as needed.
- Provides a Plan of Work and area budget for PTO Treasurer.
- Attends PTO sponsored events at school.
- Sets schedule for Art Ed and Discovery Lab at the beginning of the school year.
- Updates SHE PTO website with various program dates.
- Assists PTO volunteers as needed.
- Updates procedure book for successor.

PROGRAM MEMBERS: *All chairpersons are responsible for emailing any information or updates to the VP of Communications for the weekly "News To Know" by Sunday evening.*

Art EDventures Coordinator: Oversees art studio including: monitoring grade level chairs; purchasing general items; training volunteers; managing studio budget; taking photos; and updating SHEPTO website docs as needed. Time commitment is heaviest toward the end of the summer through the beginning of the school year and then tapers off to weekly lab visits to replenish supplies.

Copy Center Chair: Responsible for obtaining and scheduling parent volunteers to work in the Copy Center each week. This is a courtesy provided to SHE teachers.

Discovery Lab Coordinator: Oversees science lab including: monitoring grade level chairs; purchasing general items for the lab; managing lab budget; submitting school newsletter articles; taking photos; and updating SHEPTO website docs as needed. Time commitment is heaviest toward the end of the summer through the beginning of the school year and then tapers off to weekly lab visits to replenish supplies.

Media Center Chair: Coordinates media center volunteers throughout the school year

School Supplies Chair: Responsible for choosing a vendor to provide back-to-school kits for students and working with SHE administration to select necessary contents. This person will advertise kits, collect student orders and distribute kits to classrooms for Sneak- a-Peek.

Yearbook Chair: Takes and collects photos for the yearbook; works with the yearbook company on layout; and markets yearbook to encourage sales. Time commitment is heaviest at the beginning of the school year (sales and promotion) and in February when items are due to publisher.