

Officer and Committee Chair Descriptions

The PTO Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one day per month to conduct PTO business. Anyone may attend.

Elected Officers

President – Serve as leader and key contact for the PTO; preside at all PTO meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTO's objectives can be met. (Effort: year-round, on-going)

Vice President - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

Secretary - Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents on school computer; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTO. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

Directory – Publish the student address directory. Committee often co-chaired with two or three people. Responsibilities include 1) collection and formatting of address data from electronic source, 2) Giving class information to the class parent representatives. Project occurs in September-October and effort varies depending on how work is divided.

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTO events where money will be collected; assure that PTO policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

Teacher – Parent Liaison – Be available to maintain contact between parents and teachers for effective communication. (Effort: 10-12 hours per month).

Member at Large - The MAL conducts projects to further the goals of the organization or to develop services for the membership. The MAL could serve as chair of any ad hoc committee formed to develop these projects. The MAL listens to membership and communicate their issues, needs and interests to the Board of Directors.

* Identify potential problems and opportunities.* Work effectively toward common goals as a team member.* Set objectives and develop action plans for selected and/or assigned projects.

Chairs and Other Positions (Remember, these are COMMITTEES – there should be volunteers to help.)

Community Relations - Coordinate community partnership activities, works closely with Publicity Committees. Effort varies.

Fundraising - Manage the coordination of the PTO's fund-raising activities. Only 2 or 3 per year, require minimal effort – a few phone calls to arrange and sending home a flyer (usually supplied by host). Effort: 12-14 hours.

Membership - Organize the annual PTO membership drive and the on-going process to encourage membership. Maintain membership records. Effort is primarily in August, September. 3-5 hours per month. Minimal role after September.

Publicity - Disseminate positive information to the community about the school, its students, and the PTO. Promote related activities and programs in order to heighten community awareness. Many tasks (like notices to newspaper) can be accomplished via email. (Effort: year-round, but minimal, 1-2 hours per month.)

Event Coordinator

Science Fair – Organize the school's Science Fair in spring. Promote event to students, recruit judges, arrange awards, plan setup of Fair. Effort can be split among multiple project leaders, but includes 1-2 hours per month during year, 10-20 hours per month for the two months surrounding Fair (Jan/Feb or Feb/Mar).

Donuts with Dads / Muffins with Moms – helps co-ordinate these 2 PTO events in the fall semester

Teacher Appreciation – Organize monthly teacher appreciation activities and to coordinate daily recognition for Teach Appreciation Week in May. Works closely with Hospitality and Grade Parents. (Effort: 2-4 hours per month, more in May depending on what activities planned.)

Quran Competition Committee-

Senior Graduation Committee -

Accreditation Committee-

Volunteer – Coordinate volunteers for PTO events and school activities. Collect list of general volunteers at beginning of year and for special events. Assure that volunteer data is recorded and available to both the Board and teachers. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs. On-going dialog with Grade Parents as to class and grade activities. (Effort: on-going, year round; time peaks with a few big events. Average: 3 hours per month; could range from 0 to 8 hours per month during major events.)