

**COLONY MEADOWS ELEMENTARY SCHOOL**  
**PARENT-TEACHER ORGANIZATION**

**ADDENDUM A – EXECUTIVE OFFICER JOB DESCRIPTIONS, TIMING, DUTIES AND SKILLS**

**PRESIDENT**

**JOB DESCRIPTION**

The President shall be the Chief Executive Officer of the PTO and shall: (i) if present, preside at all Member and Board Meetings, (ii) be an ex officio member of all committees except the Nominating Committee, (iii) appoint with the advice and consent of the Board, the members and the chairperson/coordinator of any special committees, (iv) have supervision of and general executive and administrative powers relating to the organization subject to the control of the Board, and (v) implement the general directives, plans and policies formulated by the Board.

**TIMING**

1 year position beginning and ending in May. Requires substantial time commitment.

**DUTIES**

1. Oversee, with the advice and approval of the Board, the appointment of any *ad hoc* committees and their chairperson/coordinator.
2. Have supervision of, and general executive and administrative powers relating to the PTO, subject to the control of the Board.
3. Oversee the implementation and follow-through of the general directives, plans, and policies formulated by the Board.
4. Look over and respond to correspondence in the PTO email in a timely manner.
5. Provide PTO information to the Publicity Chairperson/Coordinator for distribution to media, posting on the marquee, website, or other action.
6. Arrange for appropriate meeting places and the set up for Board meetings. Prepare the agenda for upcoming board meetings. Make copies available for Board members.
7. Oversee the use and cleanliness of the PTO closet.
8. Represent parents on the quarterly Campus Based Leadership Team (CBLT) and provide the board with a report from the meeting.
9. Act as a sounding board for members with questions, comments, and concerns about CME PTO.
10. Co-sign all checks with Treasurer.

11. Have a meeting with the VIPs Campus Coordinator and the Vice President after the new officers are installed to discuss the upcoming year's programs.
12. Maintain binder to include the agenda, the minutes of all meetings, treasurer's reports and all other pertinent items.
13. Assist the Vice President and Treasurer in the preparation of the budget.

#### QUALITIES, SKILLS AND RESOURCES

1. Organized.
2. Good communicator.
3. Positive motivator of others.
4. Arbitration skills.
5. Public speaking skills.
6. Willingness to "get things done".
7. A good "people person".
8. Able to represent Colony Meadows in a positive, professional manner.

### **VICE- PRESIDENT**

#### JOB DESCRIPTION

The Vice President shall have such powers and responsibilities as may be determined by the Board or the President. The Vice President is responsible for supporting and assisting the President in all PTO initiatives. In the absence of the President, the Vice President shall perform the duties and exercise the authority of the President.

#### TIMING

1 year position beginning and ending in May.

#### DUTIES

1. Set up for all Board Meetings.
2. Provide appropriate information regarding the PTO and meetings to the front office to be listed in the calendar of events as well as the Publicity Chairperson/Coordinator for posting on the marquee, website, social media, and in any other pertinent publications or emails.
3. Act as a liaison between the PTO and the principal to decide the calendar of events during the summer. Send calendar of events to Publicity Chairperson/Coordinator to be published on the PTO website and for the Back to School Welcome Packet.
4. Support the President in creating the Back to School Welcome Packet, organizing events and meetings, and any other duties deemed necessary.
5. Assist the President and Treasurer in the preparation of the budget.

6. Must be a signor on all PTO accounts and be available as a co-signor of PTO reimbursement checks.

#### QUALITIES, SKILLS, AND RESOURCES

1. Organized.
2. Good communicator.
3. Positive motivator of others.
4. Arbitration skills.
5. Public speaking skills.
6. Willingness to “get things done”.
7. Able to coordinate large meetings and programs.
8. A good “people person”.
9. Able to represent Colony Meadows in a positive, professional manner.

### **TREASURER**

#### JOB DESCRIPTION

The Treasurer shall: (i) have custody of the PTO funds, (ii) keep full and accurate accounts of receipts and disbursements in the books and records, (iii) deposit all funds in the name and to the credit of the PTO, (iv) present an accurate account of all transactions and a report on the financial condition of the PTO at each Regular meeting, (v) prepare the financial books for audit, and (vi) prepare and submit all required forms for income and other taxes for the preceding year. Those matters that have been budgeted and are within budget limits may be disbursed by the Treasurer without the approval of the Board. Budgeted matters in excess of budget limits may be disbursed upon approval of the President, Vice President and Principal or by the Board. Any non-budgeted items must be approved by the Board and prior notice should be given prior to seeking approval.

#### TIMING

1 year position beginning and ending in July. Substantial time commitment is required. Approximately 5 hours/week average with additional time during special events.

#### DUTIES

1. Present a monthly financial report at each Business Meeting of the Board.
2. Present a financial year-to-date report at each General Meeting of the PTO.
3. Provide a written copy of all monthly and year-to-date reports to the Recording Secretary and President.
4. Prepare the financial books for audit (to be performed annually). Provide copy of audit to FBISD audit department.
5. Disburse funds according to approved budget or as approved by Board.
6. Make all deposits.

7. Keep on file hard copies of transactional receipts.
8. Prepare and file all required tax and information reports with appropriate governmental authorities.
9. Maintain insurance, including keeping all requirements necessary to keep insurance valid.
10. Have bank statements reviewed by Assistant Principal or other designated account non-signee.
11. Assist the President and Vice President in the preparation of the budget.

#### QUALITIES, SKILLS, AND RESOURCES

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| <ol style="list-style-type: none"> <li>1. Organized.</li> <li>2. Good money handling skills.</li> <li>3. Good record keeping skills.</li> </ol> | <ol style="list-style-type: none"> <li>4. Enjoys working with financial information.</li> <li>5. Familiar with computer spreadsheet programs.</li> </ol> |
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### **RECORDING SECRETARY**

#### JOB DESCRIPTION

The Recording Secretary shall attend all meetings of the members and the Board and record the minutes of those proceedings.

#### TIMING

1 year position beginning and ending in May.

#### DUTIES

1. Record, preserve, and distribute to Board members the minutes of all Board and PTO meetings.
2. Publicly post all copies of minutes in a timely manner in a location to be determined annually by the current board.
3. Provide copies of minutes, official documents, and such informal documents as may be of future use for inclusion in the President's binder.
4. Prepare any other documents requested by the President.
5. Request that written reports be turned in by all Board members prior to monthly meetings to help verify detail for preparing minutes. Reports from the executive board and standing committees should be submitted electronically, at least 48 hours prior to the board meeting. New information can be included in the oral report presented at the meeting if necessary.

#### QUALITIES, SKILLS AND RESOURCES

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| <ol style="list-style-type: none"> <li>1. Good note taking skills.</li> </ol> | <ol style="list-style-type: none"> <li>2. Knowledge of computer word</li> </ol> |
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- processing and database programs.
- 4. Good grammar and spelling.
- 3. Organizational and discipline skills to maintain PTO files and records.

**CORRESPONDING SECRETARY**

**JOB DESCRIPTION**

The Corresponding Secretary shall be responsible for notifying Board members of Special Meetings of the Board and shall be responsible for all correspondence necessary for conducting the business of the PTO.

**TIMING**

1 year position beginning and ending in May.

**DUTIES**

- 1. Write thank you/appreciation notes as requested by Board members.
- 2. Write notes and letters as requested by the President or Vice President.
- 3. Make appropriate acknowledgments of any birth, illness, or death in the family on behalf of the PTO.
- 4. Keep a log of all correspondence.
- 5. Manage the PTO PO Box, including annual payment, appropriation of keys (President is the other designee), mail collection (twice weekly), and distribution of mail to Board members and committees via folders in the front office.

**QUALITIES, SKILLS AND RESOURCES**

- 1. Good written communicator.
- 2. Able to compose letters and notes.
- 3. Positive attitude.
- 4. Able to send out correspondence in a timely manner.
- 5. Good grammar and spelling skills.

**PARLIAMENTARIAN**

**JOB DESCRIPTION**

The Parliamentarian will be familiar with Parliamentary Law and will enforce the Rules of Order, according to Robert's Rules of Order. The Parliamentarian is responsible for determining quorums and tabulating all votes at all General, Business, Election, and Special Meetings, and act as chairperson/coordinator of the Nominating Committee.

**TIMING**

1 year position beginning and ending in May. Substantial Time Commitment in February.

## DUTIES

1. Be familiar with the By-laws of Colony Meadows PTO and have a copy on hand at all meetings.
2. Have access to Robert's Rules of Order and have a copy on hand at all meetings.
3. Be prepared to use a timer for committee reports and a gavel to maintain order as requested by the President.
4. Determine the existence of a quorum at all meetings of the PTO and the Board.
5. Prepare ballots for any vote or election for which a written ballot is required by the Bylaws.
6. Tabulate votes for any election or matter for which a vote is taken in any Board or PTO meeting.
7. Chair and direct all activities of the Nominating Committee, including supervising the preparation, collection and retention of all nomination forms. Create a committee as explicitly outlined in the by-laws. Schedule an Election Meeting and a Board Installation in the Spring.
8. Assist all special committees in the proper process for forming, meeting, and writing a committee report.
9. Explain the board proceedings and by-laws and have all members sign the by-laws at the start of the new school year.

## QUALITIES, SKILLS AND RESOURCES

1. Be a "legal eagle".
2. Be impartial and objective.
3. Be able to maintain order in a meeting

## **ADDENDUM B – STANDING OFFICER JOB DESCRIPTIONS, TIMING, DUTIES AND SKILLS**

### **HOSPITALITY**

#### **JOB DESCRIPTION**

The Hospitality Committee shall serve as the official host of the PTO. It will be responsible for organizing and arranging all teacher appreciation functions.

#### **TIMING**

1 year position beginning and ending May.

#### **DUTIES**

1. Develop an annual plan for monthly teacher recognition events and teacher birthday recognition.
2. Set up and recruit committees to assist in implementing plan.
3. Organize Teacher Appreciation Week events.
4. Communicate teacher recognition activities to parents.
5. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### **QUALITIES, SKILLS, AND RESOURCES**

1. A "people" person.
2. Creative ideas.
3. Able to positively motivate people.

### **GIFTS**

#### **JOB DESCRIPTION**

The Gifts Committee shall be responsible for recommending to the Board what gifts should be purchased for the School from funds acquired through PTO fundraising activities, membership drives, and any other sources. All information, including opponent viewpoints, should be presented to a quorum of the board for consideration prior to voting on said gifts.

#### **TIMING**

1 year position beginning and ending in May. Substantial Time Commitment in April and May.

#### **DUTIES**

1. Form a committee of interested persons during the fall semester, making sure that there are non-board members on this committee.

2. Investigate appropriate purchases for the school by surveying teachers and parents during the fall semester.
3. Report results of survey to keep PTO members informed.
4. Inform the PTO Board of the Gifts Committee recommendations at Board Meetings.
5. Act as a liaison between the PTO and the principal to decide the appropriateness of the gifts and bring recommendations to the board for approval.
6. Coordinate and begin execution of all approved Gifts Committee purchases after spring fundraiser results.
7. Report purchases to the Membership Committee for membership drive promotion, as well as to our members.
8. Evaluate conditions and determine maintenance needs of all prior purchases by end of December of purchasing year. Coordinate and develop a budget for maintenance of prior gift purchases.
9. If any non-budgeted or urgent requests present themselves throughout the year, coordinate such requests with the principal and the Board.
10. Transition all incomplete or on-going gift purchases to new Gifts Committee members before the end of their term.
11. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### QUALITIES, SKILLS, AND RESOURCES

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| <ol style="list-style-type: none"> <li>1. Ability to interface well with staff, teachers and volunteers.</li> </ol> | <ol style="list-style-type: none"> <li>2. Is adept at researching.</li> <li>3. Has objective, professional attitude.</li> </ol> |
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### FUNDRAISING

#### JOB DESCRIPTION

The Fundraising Committee shall implement all fundraising activities that have been approved by the Board.

#### TIMING

1 year position beginning and ending in May. Substantial time commitment is required.

#### DUTIES

1. Develop an annual plan for fundraising to meet financial goals of Board.
2. Investigate fundraising opportunities and make recommendations to Board.



3. Oversee and manage those fundraisers that the Board has chosen, including recruiting coordinators and committees for each major fall and spring fundraiser and for any supplemental fundraisers.
4. Coordinate with Publicity to communicate to parents information on each fundraiser by all appropriate means, including distributing flyers in Tuesday folders, Tiger Weekly emails, the PTO website or social media, and arranging for the posting of information in the school and on the marquee.
5. Responsible for setting up organization information for local businesses, retail share programs, and Box Tops.
6. Provide the Board with committee reports on a monthly basis.
7. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### QUALITIES, SKILLS AND RESOURCES

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| <ol style="list-style-type: none"> <li>1. A "people" person.</li> <li>2. Creative ideas.</li> <li>3. Good at delegation.</li> </ol> | <ol style="list-style-type: none"> <li>4. Able to interface with fundraising companies.</li> <li>5. Able both to initiate and follow through on projects.</li> </ol> |
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### **SPIRIT**

#### JOB DESCRIPTION

The Spirit Committee shall organize fundraising events at local establishments and work with the school to design annual spirit wear.

#### TIMING

1 year position beginning and ending in May. Substantial time commitment before school starts and at the beginning of the school year.

#### DUTIES

1. Develop an annual plan for Spirit Nights and oversee/manage those Spirit Nights to represent the school and PTO at the event.
2. Coordinate with Publicity Chairperson/Coordinator to communicate Spirit Night events to members by distributing pertinent information through Tiger Weekly emails, Tuesday folders, the PTO website or social media, and on the marquee.
3. Coordinate with the school to design annual Spirit Wear shirt. Responsible for selling and delivering t-shirts and other spirit wear.
4. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

## QUALITIES, SKILLS AND RESOURCES

1. A “people” person.
2. Creative ideas.
3. Able to interface with local companies and organizations.
4. Able both to initiate and follow through on projects.
5. Good communicator.
6. Can represent Colony Meadows in a positive, professional manner.

## VIPS

### JOB DESCRIPTION

The VIPS Campus Coordinator shall be responsible for coordinating a volunteer program within the School to meet the needs of the faculty, staff and students. The VIPS Campus Coordinator shall act as a liaison between volunteers, faculty, staff and students and shall coordinate all volunteer activities.

### TIMING

1 year position beginning and ending in May. Substantial time commitment is necessary especially at the beginning and end of the year.

### DUTIES

1. Recruit and oversee committee coordinators for all VIPS programs, including grade level coordinators (GLCs), Field Day, Landscaping, Library events, Yearbook, etc. Send committee list to Publicity Committee to be published on the PTO website. Meet with all VIPS Program Coordinators to review committee goals, projects, and procedures before the beginning of the school year.
2. At the beginning of the school year, help with the Back to School Welcome Packet, have a table to recruit volunteers at Meet the Teacher, and organize a volunteer coffee and presentation to convey information concerning volunteer opportunities at the school. Send recruited volunteer email addresses to committee chairs.
3. Solicit volunteers as needed through parent sign-ups or others means, and forward any emails to GLCs.
4. Collect and record volunteer hours on a monthly and yearly basis and submit to FBISD VIPS office.
5. Reward volunteers on a monthly and yearly basis, based on completed volunteer hours. Send names to Publicity Committee to be published on the website and for Tuesday Weekly emails.
6. Attend monthly FBISD VIPS Campus Coordinator meetings and provide the Board with a report from the meeting.

7. Host a “Thank You” event in the spring for VIPS Coordinators and volunteers of the Month.
8. Attend quarterly Campus Based Leadership Team (CBLT) meetings and provide the Board with a report from the meeting.
9. Organize several events including parent appreciation (muffins with Mom, donuts with Dad, etc.) family events (Bingo Night), and send classroom party information to the GLCs.
10. Provide the Board with committee reports on a monthly basis.
11. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee’s one vote to the board.

#### QUALITIES, SKILLS AND RESOURCES

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| <ol style="list-style-type: none"> <li>1. Able to motivate others.</li> <li>2. Good organizational skills.</li> <li>3. Able to delegate.</li> <li>4. Can represent Colony Meadows in a positive professional manner.</li> <li>5. Public speaking skills.</li> </ol> | <ol style="list-style-type: none"> <li>6. Ability to coordinate programs.</li> <li>7. Knowledge of computer word processing.</li> <li>8. Good communicator.</li> <li>9. Able to interface with staff, faculty, and volunteers diplomatically.</li> </ol> |
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### MEMBERSHIP

#### JOB DESCRIPTION

The Membership Committee shall conduct a membership drive, prepare a pamphlet of information for new student folders, collect membership registrations, and compile a membership list of the PTO.

#### TIMING

1 year position beginning and ending in May. Substantial time commitment is necessary at the beginning of the year.

#### DUTIES

1. Initiate and coordinate the efforts of the committee to conduct a fall membership campaign/drive.
2. Collect and tally all membership forms and donations. Transfer funds to the Treasurer.
3. Be responsible for preparing, posting, and removing all signs, posters, and banners from membership drive and for storage of reusable items.

4. Give a campaign closing report to the Board including recommendations for future campaigns.
5. Compile an accurate membership listing of families joining PTO. Provide a copy to Parliamentarian.
6. Register new members throughout the school year.
7. Create, publish, and distribute a pamphlet for new families entering the School.
8. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### QUALITIES, SKILLS AND RESOURCES

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| <ol style="list-style-type: none"> <li>1. A "people" person.</li> <li>2. Creative ideas.</li> <li>3. Good at delegation.</li> </ol> | <ol style="list-style-type: none"> <li>4. Able to interface with fundraising companies.</li> <li>5. Able both to initiate and follow through on projects.</li> </ol> |
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#### PUBLICITY

#### JOB DESCRIPTION

The Publicity Committee shall notify the media of school events and be responsible for publicizing school events by updating the school marquee, contributing to the Tiger Weekly emails or other school newsletters, and by any other means appropriate.

#### TIMING

1 year position beginning and ending in May.

#### DUTIES

1. Serves as a liaison between PTO and the news media.
2. Prepare press releases and provide photographs of special school programs or events.
3. Provide PTO event information and other news to the school on a weekly basis for the Tiger Weekly email.
4. Maintain PTO Website.
5. Maintain PTO social media accounts and regularly update members with event posts, pictures, and other news.
6. Maintain two display cases at front and back entrance of school.

7. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### QUALITIES, SKILLS AND RESOURCES

1. Organized.
2. Good communicator.
3. Knowledge of computer word procession and desktop publishing programs.
4. Good spelling and grammar skills.
5. Creative.
6. Have web based knowledge.

### **EDUCATIONAL ENRICHMENT PROGRAM**

#### JOB DESCRIPTION

The Educational Enrichment Program (EEP) Coordinator shall be responsible for coordinating special programs, assemblies, and other enrichment activities within the school to meet the needs of the faculty, staff, and students. The EEP Coordinator shall act as a liaison between volunteers, faculty, staff, and students and shall coordinate all programs.

#### TIMING

1 year position beginning and ending in May.

#### DUTIES

1. Recruit and oversee committee coordinators for all Educational Enrichment Programs, including International Club, Science Fair, STEAM, Frontier Day, Patriots Day, etc. Send committee list to Publicity Committee to be published on the PTO website. Meet with all Educational Enrichment Program Coordinators to review committee goals, projects, and procedures at the beginning of the school year.
2. Work closely with the VIPS Campus Coordinator to solicit or request volunteers for any Educational Enrichment Program event.
3. Establish and coordinate all of the non-student generated programs to be presented at the PTO General Member Meetings.
4. Establish and coordinate PTO sponsored programs to be presented to students during the school day.
5. Establish and coordinate all PTO sponsored programs/speakers to be presented to the PTO membership at non-PTO meeting times.
6. Provide appropriate information to the Publicity Committee for posting on the marquee, website, social media, and in any other pertinent publication regarding PTO programs and meetings.

7. Provide the Board with committee reports on a monthly basis.
8. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### QUALITIES, SKILLS AND RESOURCES

1. Able to motivate others.
2. Good organizational skills.
3. Be able to research local area enrichment programs.
4. Able to delegate.
5. Can represent Colony Meadows in a positive professional manner.
6. Public speaking skills.
7. Ability to coordinate programs.
8. Knowledge of computer word processing.
9. Good communicator.
10. Able to interface with staff, faculty, and volunteers diplomatically.