



HMS PTO Board DUTIES OF OFFICERS AND COMMITTEE CHAIRS:

A brief description for each position...

PRESIDENT

Presides at general meetings and board meetings; coordinates work of the Board; represents HMS at all meetings, confers regularly with the Principal on parent and PTO concerns; heads Legislative committee and disseminates legislative information obtained from Germantown Municipal School District; speaks to media, groups or individuals on PTO issues, positions, and views; provides each board member with a name tag.

VICE-PRESIDENT

Acts as an aid to the president; performs duties of the president in his/her absence or inability to carry out duties; plans programs for HMS PTO general meetings in the Fall and Spring; coordinates with the Nominations Committee for open PTO board positions and; monitors the houstonmiddlePTO@gmail.com account for general PTO questions and routes them to the appropriate board members.

SECRETARY

Records minutes of all meetings; makes typed copies and distributes to all Board members prior to Board meetings via e-mail; keeps a roster of Board members and attendance at meetings or special events; communicates to board members any specially called meetings; sends thank you, sympathy, get well, and congratulatory cards to Board and faculty.

TREASURER

Handles all PTO funds; keeps account of deposits and payments; balances checkbook, makes monthly payments of bills and provides bank statement; meets with the Budget & Finance Committee to write proposed budget; presents proposed budget at the board meeting in September; works with Ways & Means to present final report of expenses and profits from family donations and fundraising events; has books audited before successor assumes duties; prepares or has prepared the IRS 990 for the fiscal files form: maintains previously filed tax returns; maintains compliance with the School Support Accountability Act; makes sure insurance policies are paid by the due date and maintains insurance coverage paperwork; files annual paperwork to maintain PTO charter; responsible for completing the School Support Organization annual forms for the GMSD office.

BEAUTIFICATION

Coordinates all efforts toward maintaining and beautifying exterior grounds of school; works closely with school administrator to unify efforts of other organizations with interests in school beautification.

CLUBS/SPORTS COORDINATOR

Creates and maintains a contact sheet for clubs and activities available to students at HMS. Works with administration and club sponsors to help advertise club tryouts, information meetings etc. Acts as a point of contact for clubs and sponsors to disseminate information.

CONTESTS

With guidance from Germantown Municipal Council, identifies contest for the students to participate in. Promotes and communicates contest deadline; works with teachers to implement participation as a part of curriculum; collects and organizes entries; recruits judges if necessary; purchases ribbons/trophies/certificates; and plans the award ceremony. Provides information about cultural arts activities and education classes available in the community.

HAUNTED HOUSTON

Heads up the Haunted Houston fundraiser consisting of, but not limited to the following sub-committees: auction, sponsorship, donation, decorations, t-shirt sales, ticket sales, concessions, solicitation, games/prizes, entertainment, promotion/advertising, and volunteers (both student & adult, including break room & managing scare stations). Submits the Fundraiser Approval form to the school principal beforehand.

HAUNTED HOUSTON > VOLUNTEERS

Working with Haunted Houston chairpersons, will set up and publish a volunteer sign-up and organize duties. At time of the event, Volunteer Chairperson will be on-site to check-in volunteers and fill areas where volunteers are needed.

HEALTH AND SAFETY

Keeps clinic stocked with needed supplies as directed by the school nurse; Assists nurse in acquiring health room volunteers; performs any other health duties necessary or requested by the nurse or administration. Organizes parent volunteers to assist with car line procedures during the first two weeks of school.

HONOR ROLL PARTIES

Solicits local businesses for student rewards (coupons) to be given out each quarter. Plans the end of year Honor Roll Picnic, including but not limited to soliciting door prizes, coordinating volunteers, securing entertainment and providing food.

HOSPITALITY

Stores serving supplies for future use; coordinates a "back to school" teacher's breakfast or snacks; coordinates two (2) teacher's luncheons -- one in November and one in May; works with Teacher Treats committee to coordinate Teacher Appreciation Week activities; provides lunch and/or dinner for staff during parent/teacher conferences (2 per year).

MEMBERSHIP

Conducts membership drive at the beginning of the school year; Manages incoming data and online payments from already-created online registration process; enters registration data and collects dues from paper registration forms; provides treasurer documentation to deposit dues; keeps accurate records of members; plans and carries out incentive programs (with Principal's approval); keeps a membership letter in the front magazine rack throughout the year for new HMS families. Working knowledge of Google Docs and Excel a plus.

NEWSLETTER

Creates weekly, and/or as needed, electronic newsletter for the school year; sets deadlines and advises board members, administration, and teachers of the deadline; provides special electronic updates to all members as requested by the administration; responsible for monitoring and managing newsletter email account and checking PTO email account for newsletter articles; coordinates with Sports/Clubs Coordinator for announcements as needed.

PUBLICITY

Seeks out the good things happening at HMS and writes articles to publish in community newspapers, social media (ie. Facebook), and school publications; keeps all PTO and school-related materials, pictures, and publications for the yearly scrapbook and prepares the yearly scrapbook; updates and decorates the bulletin board outside the office with pictures; if unable to attend arranges for pictures and other information to be collected. Uploads photos to school website and adds links to newspaper articles to webpage to keep it current. Responsible for posting Monday morning announcements as scheduled Facebook posts each week.

RECOGNITION

Organizes receptions for Junior Beta Club and National Junior Honor Society Induction ceremonies; shops for the cakes, drinks, and paper goods (PTO only covers cost of paper goods, the clubs cover cost of food); arranges the recognition of administrative staff during Administrative Week in April; purchases appreciation gifts for teachers, custodial, and cafeteria staff in May; (may help in other areas requested by school administration to recognize faculty achievement, Winter Formal and/or 8th Grade Dance to coordinate decorations, clean up, and other volunteer needs.)

TEACHER TREATS

Works with PTO treasurer to establish yearly budget; plans monthly Teacher Treats; creates donation sites or email groups to gather supplies; collects and facilitates treat presentation --also works with PTO Hospitality to coordinate coffee needs and storage and Teacher Appreciation Week activities.

TLC PROGRAM

Provides each member of the faculty, staff, and crossing guards with a cake or fruit tray throughout the school year; distribute cake selection forms to faculty and staff.

WAYS & MEANS

Coordinates, manages, and promotes the annual Family Donation Drive; submits the Fundraiser Approval form to the school principal before any fundraiser; plans and carries out student incentive programs with Principal's approval (one per grade level); purchases and awards incentives to teachers whose classrooms won the 100% participation parties; presents suggestions for additional fund- raisers (maximum of 2 per fundraising period) to Board and Principal for approval; plans and coordinates additional fundraising events, if needed, to include restaurant spirit nights; coordinates community fundraising as needed.

WEBMASTER

This person will have the ability to update and maintain PTO website www.houstonmiddlePTO.com with current and accurate information in a timely manner.