

ADDENDUM B - DETAILED DESCRIPTIONS OF PERSHING PTO EXECUTIVE BOARD POSITIONS

PRESIDENT RESPONSIBILITIES:

1. Advise and support Executive Board officers, chairs, their committees, and PTO members. Serve as an ex-officio member of all committees except the auditing and nominating committees.
2. Appoint the Parliamentarian and HISD Liaison at the Executive Board transition meeting in May.
3. Set and adhere to a PTO calendar and budget in accordance with the bylaws.
4. **Meetings:** Preside over meetings of the organization and Executive Board, following the agenda.
 - Create executive and PTO meeting agendas and submit them to the Secretary to be sent out prior to meeting day.
 - Confirm that a quorum is present before conducting any business at any meeting of the organization.
 - Call for a motion to begin and end each meeting.
 - Maintain a position of impartiality and therefore shall not vote on any question except in the case of a ballot vote or if there is a tie.
 - Represents the organization at SDMC meetings.
5. **Communication:**
 - Meet regularly with the Principal prior to executive meetings.
 - Review the Panda Post before sending and add a President's Letter to open each weekly Panda Post.
 - Review the PTO website regularly.
 - Coordinate the work of officers and committees in order to stay on schedule and have timely communications.
6. **Financial:**
 - Prepare a proposed budget with the Treasurer before the September PTO meeting.
 - Learn and understand the Treasurer's duties and processes.
 - Authorized to sign on bank accounts, but not on a check made out to him/her.

VP OF MEMBERSHIP RESPONSIBILITIES:

1. Propose membership levels and dues at the first executive meeting (Article IV, Sec C).
2. Marketing and Sales:
 - Set up a membership form for online sales.
 - Communicate regularly with VP Communications to encourage membership through the Panda Post, website, grade representatives, etc.
 - Establish, purchase, and distribute incentive 'swag.'
 - Work with VP Fundraising to encourage corporate sponsors from within the PTO.
 - Membership drive (pushing membership through September/October).
 - Visibility at Panda Days/Camp.
 - Encourage staff membership.
3. Maintain a current membership list.
4. Email PTO members for specific requests from the PTO Executive Board and chairs.

5. Preside in the absence of the President.
6. Succeed as President in the event of a vacancy until the Executive Board can fill the position.

VP OF FUNDRAISING RESPONSIBILITIES:

1. Collaborate with the PTO Board in recruiting chairs and committees as defined in *Addendum A – Organization of Pershing PTO’s Executive Board, Standing Committees, and Committee Chairs* or as needed per fundraising efforts.
2. Secure corporate sponsors (Panda Partners) for the school year, ensuring each sponsor’s benefits are fulfilled, and maintaining good relationships with them throughout the year.
3. Manage Birthday Marquee through online sales and communications with the school Technical Specialist.
4. Other events that may require a committee include:
 - Spaghetti Supper and Fine Arts Showcase
 - Rewards Programs
 - Spirit Nights (Restaurants, etc)
 - Bingo Night
 - Socials
5. Sit in on and/or advise these committees/chairs and provide sufficient PTO support.
6. Work with other PTO positions to include corporate sponsors in their activities and to support them at their events.
7. Promote retail rewards programs like AmazonSmile and work with other committee chairs to include Panda Partners in their efforts.
8. Preside in the absence of the President and Vice President of Membership.

VP OF COMMUNICATIONS RESPONSIBILITIES:

1. Oversee the PTO Website, Panda Post, and PTO Social Media accounts (Facebook & Instagram), ensuring that content coming from the PTO is informative, consistent, and shows pride in our school and organization.
2. Share events and accomplishments with local news and publications (e.g. The Buzz and the Sentinel).
3. Communicate information to grade-level representatives and direct other chairs and board members to the best avenues of communication.
4. Weekly check in to make sure information is consistent throughout the Panda Post, the PTO website, and more.

VP OF RECRUITMENT RESPONSIBILITIES:

1. Support school efforts to recruit zoned/magnet students.
2. Communicate regularly with elementary school liaisons, making sure information is reaching potential Pershing families.
3. Work with the Magnet Coordinator, recruiting and training student ambassadors for magnet tours.
4. Work with the Principal, the 8th grade counselor (rising 6th grade counselor), and elementary school liaisons to coordinate zoned school coffees.
5. Support the Counselor and High School Liaison with promoting 8th graders.
6. Assist in publicizing magnet tours, parent informative sessions, First Look, and Panda Camp.

7. Find an incoming 6th grade representative.

VP OF VOLUNTEERS RESPONSIBILITIES:

1. Collaborate with the PTO Board in recruiting chairs and committees as defined in *Addendum A – Organization of Pershing PTO’s Executive Board, Standing Committees, and Committee Chairs*, or as needed per School Relations’ efforts.
 - Campus Beautification- plan, budget, and execute improvements to outdoor aesthetics.
 - Hospitality- Provides special services to staff throughout the year- Back to School, Winter, Valentine Day, STAAR, End of Year, and more.
2. School Events:
 - Panda Camp/Days
 - School dances
 - Homecoming
 - Tailgates
 - Pep Rallies
 - Spirit Banners
 - Movie nights
 - Food truck festival
 - Book fair
3. Communicate with appointed school Liaisons:
 - Fine Arts Liaison
 - Teacher/Staff Liaison

VP OF OUTREACH RESPONSIBILITIES:

1. Consistent communication with the wrap-around specialist and social worker.
2. Oversee outreach programs:
 - Angel Tree
 - Elementary event (jacket drive or similar)
 - Uniform drive for Pershing students
 - Parent/student education
 - Community involvement

VP OF SCHOOL STORE RESPONSIBILITIES:

1. Purchasing and maintaining inventory of uniforms and school supplies in the school store.
2. Recruiting and managing school store volunteers for regular store hours and special events.
3. Maintaining online store as needed.
4. Organizing and selling all uniform sales at Panda Camp/Days before the school year starts.

SECRETARY RESPONSIBILITIES:

1. Acquire the President's agenda in advance of the meetings.
2. Record attendance and minutes for Executive Board and general PTO meetings.
3. Read important letters at meetings as directed by the President.
4. Presents draft and posts approved minutes to the website.

5. Keep the PTO calendar and notify members of meetings, minutes, and agendas.
6. Keep copies in a yearly book or binder with documents and reports of interest and importance to the PTO, as specified in Addendum C, including:
 - Current membership list
 - Minutes of the meetings
 - Financial reports
 - Bylaws
 - Insurance policies and information
 - Important articles

TREASURER RESPONSIBILITIES:

1. Serve as Chair of the Budget Committee, including the President to set the budget before the school year starts.
2. Present a budget for the year at the August Board meeting to be voted on by board members.
3. Train PTO President and Assistant Treasurer.
4. Keep an accurate record of all financial transactions of the organization for five (5) years.
5. Oversee the collection and reception of all monies of the organization.
6. Deposit money in the bank.
7. Disburse funds in accordance with the approval of the Executive Board or general membership.
8. Authorized to sign on bank accounts, but not on a check made out to him/her.
9. Prepare a financial report for each meeting.
10. File IRS forms in a timely manner.
11. Cooperate with an External Audit Committee.
12. Serve over Audit Committee.
13. Purchase general liability, fidelity bond, and officer's liability insurance coverage annually, as specified in Addendum C.
14. Ensure that all Texas state sales taxes are reported and paid in a timely manner.

ASSISTANT TREASURER RESPONSIBILITIES:

1. Familiarize themselves with the financial records and transactions of the organization and the duties of the Treasurer.
2. Assist Treasurer when needed.
3. Make deposits when needed.
4. Maintain cash reserves for the school store.

SHARED DECISION MAKING COMMITTEE (SDMC) REPRESENTATIVES (2 POSITIONS) RESPONSIBILITIES:

1. Serve as voting members of the Shared Decision Making Committee (SDMC) of Pershing Middle School for a period of two-year overlapping terms.
2. Present a report of PTO's events and member issues to the SDMC.
3. Solicit input from PTO members on issues to be voted on in SDMC.
4. Present a report on the SDMC at each general meeting of the PTO.

PARLIAMENTARIAN RESPONSIBILITIES:

1. Bring a copy of the Pershing Middle School PTO Bylaws and the latest edition of Roberts Rules of Order, Newly Revised to all meetings of the organization.
2. Post bylaws on the PTO website.
3. Vote only when the vote is by ballot.
4. Advise the presiding officer on parliamentary procedure.
5. Rule on correct parliamentary procedure, when called upon, using Roberts Rules of Order as a guide.
6. Review the bylaws annually and suggest revisions to the Executive Board.
7. Serve as Chair of the Committee on Revision of Bylaws when it is formed every 5 years or should the Executive Board determine the need for revisions.
8. Serve as Chair of the Nominations Committee.
9. Make updates to bylaws and standing rules as approved by the general membership.

HISD LIAISON RESPONSIBILITIES:

1. Attend HISD board meetings (either in-person or virtually) to stay abreast of events within the district that may affect the Pershing community.
2. Relay any pertinent information to the PTO.
3. Represent the Pershing community to the HISD board as needed/requested.

FACULTY REPRESENTATIVES (2 POSITIONS) RESPONSIBILITIES

1. Attend PTO Executive Board meetings.
2. Provide their fellow teachers and staff members with information about the PTO's activities and goals.
3. Solicit opinions from their fellow teachers and staff members about ways that the PTO can best serve the needs of the Pershing Community and provide this insight to the Executive Board.