



## Alexander Graham Middle School PTO Committee Chair Descriptions

### Student and Parent Support

#### **6<sup>th</sup> Grade Committee** (2-3 chairs) (active time July – May)

The committee chairs are responsible for scheduling a meeting in May with the grade level principal and lead team teachers to determine the needs of the class. A 6th grade team-building event is held off-campus in the fall (generally October). Committee chairs help plan, organize and execute this event in conjunction with AG staff. Other responsibilities vary from year to year, but chairs may be asked to provide needed supplies and other enhancements, communicate needs with 6th grade parents, and collaborate with 6th grade counselor to host one parent coffee during school hours (committee is also responsible for providing refreshments) to foster parent enrichment and communication (typically October), host a December Holiday parent lunch, and coordinate and provide volunteers for Field Day in the spring. They may be asked to provide treats throughout the year. They will organize one spirit night for the 6th grade.

#### **6<sup>th</sup> Grade Open House** (2 chairs) (active time July and August)

This back to school event is held for rising 6th graders during the week before school begins. It serves as both an open house and an information fair for the students and their families. The committee chairs help plan, communicate, organize and execute the event and coordinate the involvement of other committees and school administration (Spiritwear, AG Fund, etc).

#### **7<sup>th</sup> Grade Committee** (2 -3 chairs) (active time July – May)

The committee chairs are responsible for scheduling a meeting in May with the grade level principal and lead team teachers to determine the needs of the class. Responsibilities vary from year to year, but chairs may be asked to provide needed supplies and other enhancements, communicate needs with 7th grade parents, collaborate with 7th grade counselor to host one parent coffee during school hours (committee is also responsible for providing refreshments) to foster parent enrichment and communication (typically October), coordinate and provide volunteers for Field Day in the spring. They may be asked to provide treats throughout the year. They will organize one spirit night for the 7th grade.

#### **8<sup>th</sup> Grade Committee** (2-3 chairs) (active time July – May)

The committee chairs are responsible for scheduling a meeting in May with the grade level principal and lead team teachers to determine the needs of the class. Responsibilities vary from year to year, but chairs may be asked to provide needed supplies and other enhancements, communicate needs with 8th grade parents, and collaborate with 8th grade counselor and host one parent coffee (committee is also responsible for providing refreshments) during school hours to foster parent enrichment and communication (typically January). They may be asked to provide treats throughout the year. The committee chairs also plan, organize and execute an 8th grade celebration to be held at year end. They will organize one spirit night for the 8th grade.

#### **After School Clubs** (1-2 chair(s)) (active time August – May)

The committee chair coordinates with staff liaison with instructors, facilities, schedules and communications. Each club session runs for 6 weeks. Most clubs are run by AG staff but some outside vendors are contracted. Chairperson works closely with the staff liaison, which is a paid position by the PTO. Committee chair is **not expected to be present when clubs are in operation**.

#### **Back to School Administrative Support** (2 chairs) (active time July & August)

The committee chairs coordinate with the school and PTO presidents regarding support needed for back to school. Chairs coordinate with administrative staff to assist in CMS mailing in August. Chairs send a SUG to the PTO Board requesting volunteers to help with stuffing the mailing. PTO presidents will determine the number of printed back-to-school forms to be distributed to each advisory and the co-chairs will manage distribution of forms. Additional packets should be prepared and put in the front office for students enrolling midyear.

#### **Bulldog Bonanza Homecoming** (2 chairs) (active time August-October)

The committee chairs will plan, organize, communicate and execute an AG family event that fosters camaraderie and school pride. This event will be during the home football game v. Carmel.

**Bulldog Club Liaison** (1 liaison) (active time August – May)

The Bulldog Club liaison serves a communication link between Bulldog Club and PTO – facilitating support from PTO or Bulldog Club when and where needed.

**ELL Support (1 chair)** (active time July-May)

Responsible for working with administration to provide ELL support for PTO/school events.

**Inreach/Outreach Committee** (3 to 4 chairs) (active time September – May)

The committee chairs work closely with guidance counselors to provide assistance to families in need within our school. Activities include back to school supply drive, Candemonium and Street Turkeys at Thanksgiving, and holiday sponsor program, as well as stocking and maintaining the clothing closet and food pantry. The Inreach/Outreach committee may also supports the Bulldogs Matter Club if asked by administration.

**Middle School Matters** (2 chairs) (active time September – May)

The committee chairs work with the school principal and targeted speakers to find dates and programming for up to 2 parent education events during the year. Events inform and enrich the AG community. Past events include a panel of AG teachers discussing a day in the life of a middle schooler and answering questions from parents; a CMPD officer informing parents about the rise and risks of Sexting and Texting; a presentation on BYOT (Bring Your Own Technology); and a panel of local FBI agents, principal, and parents on social media, psychologists on “middle school matters”, building grit and resilience, etc.

**Prospective Parents** (2 chairs) (Active time September – February)

The committee chairs work with AG administration to plan two Prospective Parent events (in November and January). Both events are held in the multi-purpose room. Chairs oversee the revision and printing of Prospective Parent folders for the meetings and tour committee. Notify feeder schools of Prospective Parent meetings including verbiage to advertise the events to their 5th grade students. Reserve space and coordinate speakers for the event. Minimal food and beverages are also provided by the Prospective Parent chairs (there is no longer a Hospitality Committee). Use AG table linens from the Hospitality closet.

**School Tours** (2 chairs) (active time January – April)

The committee chairs organize and facilitate large group tours at the conclusion of the daytime prospective parent event. Additional small group tours are given on the first and third Wednesdays from 1-2pm, January through early April. The committee chairs also conduct private tours as needed for visiting families.

**Student Recognition** (2 chairs) (active time September – May)

The committee chairs work closely with guidance counselors and help with quarterly student recognition events. Each quarter during the year, an honor card event is held for students that have maintained positive behavior as designated by guidance counselors. Volunteers are needed to create and execute fun events for the students. The Committee also is responsible for printing and providing gift cards for “Braggin’ on a Bulldog” program.

## Staff and School Support

**Art Support** (2 chairs) (active time September – May)

The committee chair coordinates volunteers for mounting and hanging of student art throughout the school (including front office). The chairs are also in charge of maintaining the glass cases in the front hallway. The art should be changed periodically. These chairs are also responsible for hanging art at the Fall Book Fair held at Barnes and Noble. The chairs work with administration and art teachers.

**Campus Beautification** (2-3 chairs) (active time July – June)

The committee chairs coordinate campus beautification, gardening, and landscaping needs with direction from administration. They organize periodic campus clean-ups and landscape projects with the committee and other outside volunteers as needed. They coordinate volunteers to do year-round watering for containers, as well as maintain an ongoing relationship with a contracted landscaper. Chairs are responsible for communicating campus beautification days and use a SUG for volunteers to help periodically throughout the year. (family clean up, service project, parents etc.)

**Office Volunteers** (1 chair) (active time August – June)

The committee chair organizes office volunteers to assist in the front office. Office volunteer duties include checking in/out students, filing, helping in the health room and other duties. The chairman prepares a training document for volunteers, sends weekly shift reminders and stocks the health room supplies. Office volunteers also tidy the Lost and Found area housed in the cafeteria each month. The chair promotes and facilitates quarterly Lost and Found clean outs and delivers remaining items to a charity.

**Media Center** (2 chairs) (active time September – May)

The committee chairs organize the regular volunteers for the Media Center. They set up a sign up genius in the beginning of the year, plan a volunteer training session in September (led by the media specialist) and send out bi-weekly emails to the committee, regarding

the volunteer schedule for the coming weeks. Ideally the chairs are also regular volunteers themselves. Volunteering in the Media Center includes assisting with check out and shelving and helping the media specialist with various projects.

**Staff Appreciation** (3-4 chairs) (active time August – May)

The committee chairs, with a committee of volunteers, assist with planning and food preparation for monthly Staff Appreciation events. Chairs meet with administration at the beginning of the year to discuss details. The first event is a Back to School luncheon before school begins. In addition to monthly events, the committee also prepares two Bus Driver Breakfasts coordinating with the Assistant Principal responsible for Transportation, and one dedicated Staff Appreciation week in the spring (March). The chairs delegate to committee volunteers coordination of one to two events per year.

## **PTO Administration and Communication**

**Communications Assistant/Social Media**-(1 chair)Helps the director of communications chair with any BB needs and steps in when needed. The chair also helps place various announcements and spotlights/showcases AG events and activities.

**Legal** (1 chair) (active time July - June)

The committee chair advises on PTO actions.

**Marquee** (1 chair) (active time July – June)

The committee chair updates the electronic marquee weekly using PTO and CMS calendar important dates, administration/PTO requests.

**Volunteers** (1 chair) (active time July – October)

The committee chair revises, if needed, and sends out a volunteer form for PTO involvement in the Back To School packet. The chair organizes responses from online forms and paper forms in a database and distributes responses to corresponding committee heads in a timely manner(late Sept.). Chair is also responsible for checking the PTO box throughout the year for forms from parents of new students.

**Website/Information Technology** (1 chair) (active time July – June)

The committee chair manages the PTO website. The chair works closely with PTO presidents.

**Yearbook** (2 chairs) (active time mostly in late spring)

The committee chair(s) works to account for funds (inflow from onsite yearbook sales, outflow to Josten's and yearbook adviser stipend) and balances funds against PTO records. The chair coordinates communication regarding yearbooks sales and ad sales throughout the year answering parent questions when needed. The chair analyzes sales data to determine the number of yearbooks to order for the year. The chair works with the 8<sup>th</sup> grade counselor to identify recipients of donated yearbooks. The chair also coordinates yearbook labeling and distribution of purchased books as well as onsite yearbook purchases in late May and early June (before covid)

## **Fundraising**

**Book Fair** (2 chairs) (active time September – December)

The committee chairs organize and staff the school Book Fair held onsite at a book store (typically Barnes and Noble Southpark). The chairs work closely with the media center specialist and with parent volunteers to promote the Book Fair. Proceeds from Book Fair are given in the form of a gift card to the Media Center.

**Corporate Rebates** (1 chair) (active time August – May)

The committee chair oversees fundraising programs such as Box Tops, Harris Teeter VIC, Publix, Amazon Smile, etc.

**Spirit Nights** (1 chair) (active time August – May)

The committee chair oversees the planning for fundraising nights at local restaurants/shops(TCBY, Chipotle, Sabor, Jeni's, Swoozies) where all proceeds benefit the AGMS PTO. The chair works with the PTO presidents and the principal to schedule all such events.

**AG Fund** (2 chairs) (active time July – May)

Main fundraising effort which is organized, marketed and overseen by AG Fund chairs. AG Fund chairs will provide regular updates to the CO PTO Presidents to share with the Executive Board and provide a final report at the end of the campaign.