

*Updated 1/17/2020, upon recommendation of the executive committee*

*Voted on by the PTO board of managers on 1/21/2020*

### **BOARD OF MANAGERS - SPECIFIC RESPONSIBILITIES**

**PRESIDENT:** An elected, voting member of the executive committee who will preside over the executive committee, board of managers and general meetings; prepare and distribute agendas at least 24 hours prior to scheduled meetings; serve as an ex-officio member of all committees (except nominations); check and respond to emails in the PTO account; represent FHES PTO to the media, groups, individuals or invited functions; be responsible for co-signing checks with the treasurer; approve and sign all contracts; coordinate and support the work of the board of managers and their committees so that the mission of the PTO is served; regularly communicate with the administration to oversee the events/projects at the school; complete and submit, by July 31<sup>st</sup> each year, all required School Support Organization Financial Accountability Act paperwork (SSO); perform other duties as may be provided by the bylaws, standing rules, parliamentary authority, or as directed by the executive committee or the board of managers.

**VICE PRESIDENT COMMUNICATIONS:** An elected, voting member of the executive committee responsible for overseeing all communications' efforts for the FHES PTO who will coordinate with the GMSD publicity coordinator on communications; ensure all communications are representative of the FHES PTO mission set forth in the bylaws; edit the weekly e-newsletter; work with legislative chair to write and communicate important issues affecting our school; act as a co-administrator of the FHES PTO Facebook page and Instagram account; member of the budget committee; serve as the liaison between the executive committee and the communications' committee chairs; maintain current descriptions of committee chairs; support the purposes of the committee chairs in their roles, such as:

**GRAPHICS:** create graphics, flyers and forms for PTO board members.

**LEGISLATIVE:** provide updates of current and pending legislation (or decisions) that may directly affect the children, school and community; attend the meetings of the GMSD Board of Education and the Board of Mayor and Aldermen (or watch the recordings); report updates to the board, as needed, and to the FHES parents through the weekly e-newsletter.

**NEWS:** write and distribute school events, student accolades, and other newsworthy information to local newspapers; maintain a list of media contacts; submit final drafts of news releases to the vice president of communications, president, and administration for approval prior to sending to any news outlets.

**NEWSLETTER:** create the weekly e-newsletter from board members' and faculty members' submissions about pertinent PTO and school activities; establish a deadline for the submission of information to be included in the e-newsletter; submit the final draft of the weekly e-newsletter to the vice president of communications, the president, and FHES administration for approval; distribute the weekly e-newsletter each Sunday morning.

**SOCIAL MEDIA:** share news, photos, events, and other pertinent information about PTO activities via the FHES PTO Facebook page and Instagram account; act as an administrator of the Facebook page (along with the vice president of communications and the president).

**WEBSITE:** weekly update [foresthillelementarypto.org](http://foresthillelementarypto.org).

**VICE PRESIDENT EVENTS:** An elected, voting member of the executive committee responsible for overseeing events at FHES who will ensure that FHES events are representative of the FHES PTO mission set forth in the bylaws; a member of the budget committee; serve as the liaison between the executive committee and the events committee chairs; maintain current descriptions of the committee chairs; support the purposes of the committee chairs in their roles, such as:

**CHARITY BASKETBALL EVENT:** plan a fun event for the FHES community (and friends) with the purpose of developing community and giving proceeds to charity.

**FATHER/DAUGHTER EVENT:** plan a father/daughter event.

**GRANDPARENTS' NIGHT:** plan an evening for grandparents.

**MOTHER/SON EVENT:** plan a mother/son event.

**PANCAKE BREAKFAST:** coordinate a fun morning with the goal of further developing community at FHES.

**VICE PRESIDENT FUNDRAISING:** An elected, voting member of the executive committee responsible for coordinating fundraising efforts at FHES who will keep a current list of businesses who have provided donations; chair the investment committee; member of the budget committee; ensure that FHES fundraising efforts are representative of the FHES PTO mission set forth in the bylaws; serve as the liaison between the executive committee and the fundraising committee chairs; maintain current descriptions of the committee chairs; support the purposes of the committee chairs in their roles, such as:

**AUCTION:** Work with fundraising team and/or committee to plan and implement an auction to raise funds for the FHES PTO.

**DONATION DRIVE:** plan and implement a parent donation drive at the beginning of the school year with the purpose of raising money to support all of the PTO events for the year; work with members of the executive committee and the board to collect and count donations each day and submit funds to the treasurer; plan incentives for participation and implement parties; keep a current spreadsheet of all donors; work with the assistant treasurer to provide a donation receipt letter to each donor; member of the investment committee.

**FUND DEVELOPMENT:** coordinate spirit nights so that a portion of proceeds from local businesses can be given to FHES; set up and maintain accounts with online businesses such as, but not limited to, Kroger, AmazonSmile, Box Tops for Education; collect funds and submit to treasurer on a regular basis; member of the budget and investment committees.

**MEMBERSHIP:** conduct a membership drive at the beginning of the school year; manage the online membership system; give money to the treasurer for deposit; prepare reports as needed.

**SPRING FUNDRAISER:** coordinate and implement a family-friendly event to raise funds for the FHES PTO.

**VICE PRESIDENT HOSPITALITY:** An elected, voting member of the executive committee responsible for overseeing all hospitality events including the dinner board meeting in the summer and the old board/new board meeting in the spring; manage the inventory of hospitality supplies; maintain teacher's lounge (coffee supplies, etc.); member of the budget committee; ensure that all hospitality functions are representative of the FHES PTO mission set forth in the bylaws; serve as the liaison between the executive committee and their committee chairs; maintain current descriptions of the committee chairs; support the purposes of the committee chairs in their roles, such as:

**CELEBRATIONS:** help FHES teachers with Veterans Day; coordinate AR reward parties (one for the fall semester and one for the spring semester); coordinate refreshments for the kindergarten and fifth grade celebrations.

**NEW FAMILIES:** plan and implement the New Families breakfast for all new FHES families (including pre-school and kindergarten parents); collaborate with the administration to create a new family packet; coordinate school tours for potential FHES families.

**TEACHER APPRECIATION:** Plan daily activities/events to thank FHES teachers during Teacher Appreciation Week.

**TEACHER EATS:** organize the Welcome Back breakfast for teachers; provide an easy dinner for the teachers during conferences in the fall and spring semesters; also provide two or three more meals for the entire staff and faculty during the school year.

**TEACHER TREATS:** provide treats (around five or six throughout the year) to encourage FHES staff and faculty; coordinate snacks for curriculum nights.

**VICE PRESIDENT VOLUNTEERS:** An elected, voting member of the executive committee responsible for tracking parents volunteer hours; creating and updating a volunteer “slide show” to be used at various events throughout the year; create volunteer interest form to send home to FHES parents; coordinate volunteers for Meet the Teacher night right before school begins; member of the budget committee; ensure that all volunteer committees are representative of the FHES PTO mission set forth in the bylaws; serve as the liaison between the executive committee and their committee chairs; maintain current descriptions of the committee chairs; support the purposes of the committee chairs in their roles, such as:

**BOOK FAIR:** work with the school librarian to coordinate a book fair in the fall.

**FATHERS OF FOREST HILL:** encourage volunteerism among the FHES fathers by coordinating opportunities for service.

**FIELD DAY:** assist the PE teachers with field day activities and supplies.

**FINE ARTS:** assist and support the fine arts night committee; help coordinate Artsonia (online art store), if needed.

**HEALTH AND WELLNESS:** staff the health room during times set by the school nurse; purchase and manage inventory of necessary health room supplies; coordinate wellness activities throughout the year for teachers, students, and parents, as approved by the administration.

**LIBRARY:** recruit, train and schedule volunteers to assist with shelving books and helping students check out books; assist the librarian with the summer reading program, book buyers' club, community readers' day, adopt-a-first responder project, annual inventory and designing decorations for the library.

**ROOM PARENTS:** act as the liaison between the teachers and the room parents; assist the teachers in soliciting and selecting room parents; communicate teachers' needs throughout the school year; provide room parents with the materials and information they need to serve in their role; coordinate with teacher appreciation chair and teacher treats chair to thank FHES teachers during Teacher Appreciation Week (May 4<sup>th</sup>-8<sup>th</sup>, 2020).

**SPED AWARENESS:** work with special education teachers to plan and implement activities that promote awareness about various special needs; communicate details of events to the students, teachers, and parents; act as a liaison between the PTO and parents of students with special needs.

**SECRETARY:** An elected, voting member of the executive committee responsible for overseeing the following at FHES PTO: keep all records of the organization, including a current and complete membership list of the organization, bylaws, and standing rules; maintain a record of board members and attendance at executive, board, and general meetings; write minutes for executive meetings, monthly board meetings and general membership meetings; order Forest Hill Elementary PTO note cards, paper and other office supplies, as needed; maintain the list of approved CMSD vendors; a member of the budget committee; serve as the liaison between the executive committee and their committee chairs; maintain current descriptions of the committee chairs; support the purposes of the committee chairs in their roles, such as:

**CARE & COMPASSION:** coordinate assistance for FHES families and staff during times of hospitalization, death in the family, or an emergency; responsibilities include, but are not limited to, writing notes (thank you, sympathy, get well, congratulatory) and providing meals.

**TREASURER:** An elected, voting member of the executive committee who will handle PTO funds; keep a full and accurate account of deposits and payments; make payments of PTO insurance and GMC PTO membership dues (around November 1<sup>st</sup>); chair the budget committee to develop a proposed budget; manage the PTO PayPal account; work with the vice president of fundraising to report on revenue and expenses from the fundraising events; work with the membership chair and the donation drive chair to manage all incoming dues/donations; coordinate the work of an auditor or chair the audit committee to examine records annually (or upon the change of treasurer); provide a monthly treasurer's report at board meetings and printed balance sheets; member of the investment committee; complete, along with the president and assistant treasurer by July 31<sup>st</sup> each year, all required School Support Organization Financial Accountability Act paperwork (SSO); file IRS form 990 each year (due around November 15<sup>th</sup>); renew the 501(c)(3) application (when needed) as well as other filings, as necessary and appropriate; delegate responsibilities to and work with assistant treasurer to accomplish all duties.

**ASSISTANT TREASURER:** Reconcile the bank account each month; email the bank statement to the FHES principal and copy the financial secretary, treasurer and president; member of the budget, investment and audit committees; complete, along with the president and treasurer by July 31<sup>st</sup> each year, all required School Support Organization Financial Accountability Act paperwork (SSO); update the tax-exempt certificate every fiscal year (by June 30<sup>th</sup>); each year file the annual report with the Office of Secretary of State (due October 1); set up a meeting with the accountant each year (around May); compile necessary documents for the tax filing; assist at any PTO event where monetary donations are accepted or items are for sale; coordinate distribution of donation receipt letters.

**PARLIAMENTARIAN:** A non-voting position appointed by the president and approved by the executive committee; resolve parliamentary voting and meeting management issues; ensure the following of the bylaws and standing rules; serve as the chair of the bylaws committee every five (5) years and the chair of the standing rules committee, which meets each year to revise the standing rules; represent the FHES PTO on the sunshine committee; chair the STAR committee each year.

**PAST PRESIDENT ADVISOR:** The immediate past president who assists the board in any area as needed; attend general membership meetings as well as board of manager meetings; a member of the budget committee; position remains vacant if unable to serve on the board.