

## **PRESIDENT**

Presides Board and General meetings; coordinates work of the Board; is ex-officio member of all committees except the Nomination Committee; represents Dogwood PTO at all meetings (including Germantown Municipal Council (GMC) and Germantown Municipal School District Board of Education) and other functions as invited; confers regularly with the Principal on Parent/PTO concerns; completes all required School Support Organization requirements; coordinates review and revision of Bylaws and Standing Rules and Policies.

## **VICE PRESIDENT OPERATIONS**

Member of the Executive Board; acts as aid to Presidents; performs duties of President in his/her absence; fills vacancy in the office of President; chairs Appropriations Committee and coordinates Dogwood's parent/teacher volunteer awards; serves as liaison with the Germantown Education Foundation; purchases year end gifts for Administration and Staff; manages and supports Class T-shirts, Yearbook, Library Liaison, Beautification, Health and Wellness, and Legislative chairs.

## **VICE PRESIDENT EVENTS**

Member of the Executive Board; acts as aid to the President; coordinates Kids Kan activities; manages and supports Family Movie Night, Dolphin Tale Ball, Mom/Son Event, Field Day, Cultural/Fine Arts, and Book Fair chairs.

## **VICE PRESIDENT HOSPITALITY**

Member of Executive Board, acts as aid to the President; supports the Teacher Treats, Teacher Appreciation, and Community Care chairs; plans events throughout the school year for the Dogwood community, including Veterans Day, Grandparents' Day, Cop Stop, back to school event(s) and others as needed; and plans incoming/outgoing parent volunteer board luncheon.

## **SECRETARY**

Records minutes of all Board meetings; makes typed copies of minutes (copies available to Board, Principal and Faculty Advisors and post a copy at each general meeting); keeps a roster of Board members and attendance at Board meetings; orders Dogwood PTO note cards and stationary as needed; liaises with Nominating Committee regarding attendance at Board meetings.

## **TREASURER**

Handles PTO funds; keeps a full and accurate account of deposits and payments; balances checkbook each month; makes payment of PTO insurance and membership dues; completes all required School Support Organization requirements; meets with President, President-elect, Advisors and outgoing Treasurer to write proposed budget for its adoption by Board at their first respective meeting in the fall; works closely with Committee doing any fundraising activities and reports on revenue and expenses from these events. Have the records examined annually or upon change of officer by an auditor or an auditing committee of not less than three members. Files IRS form 990 each year and other filings, as necessary and appropriate.

**ASSISTANT TREASURER**

Supports the Treasurer as needed.

**BEAUTIFICATION**

Helps to keep the school grounds looking their best; plans, organizes and carries out any activities for Earth Day, Walk to School Days, and recycling.

**BOOK FAIR**

Works with the school Librarian to coordinate a Book Fair to benefit the school library. Promotes the event and enlists all volunteers needed for a successful event.

**CLASS T-SHIRTS**

Coordinates the purchase of class t-shirts for all Dogwood students. This includes working with the vendor as well as teachers to confirm their t-shirt designs; working with Administration to obtain class lists; and working with school financial secretary.

**COMMUNICATIONS**

Provides current, pertinent information about PTO activities to Dogwood parents via the weekly newsletter and website.

**COMMUNITY CARE**

Coordinates assistance within the Dogwood Community for Dogwood families and staff in times of life crises. Responsibilities include but are not limited to sending thank you, sympathy, get well and congratulatory cards and/or gifts as needed.

**CULTURAL ARTS/FINE ARTS**

Exposes and encourages students in many areas of the arts through performances, exhibits, and workshops. Encourages students to submit works of art to art contests, including informing students, parents, and teachers about the contests, purchasing awards and planning the awards ceremony. Coordinates the Dogwood Elementary School Fine Arts Night, where students are given the opportunity to showcase their achievements in the areas of visual arts and music. Submits the application for the Arts Grant to the Germantown Art Alliance.

**DOLPHIN TALE BALL**

Coordinates an event for current Dogwood Princesses and their Prince Charming (i.e. Dad, Grandad, uncle, etc.). Participants will enjoy music, dancing, and fun.

**DOLPHINFEST**

Responsible for organizing DolphinFest and coordinating sub-committees (silent auction, concessions, games, t-shirts, teacher features, and ticket sales).

**FAMILY MOVIE NIGHT**

Organizes a Family Movie Night for the school community. Coordinates selection of the film, volunteers and food truck vendors.

**FIELD DAY**

Plans with PE faculty a field day for each grade level. Coordinates volunteers and needed supplies from each class with Room Parents.

**HEALTH AND WELLNESS**

Health and Wellness procures all clinic supplies and anything needed by the school nurse. The committee also assists in staffing the Health Clinic.

**LEGISLATIVE**

Liaison between Dogwood PTO and the Germantown Municipal School Board, Germantown Board of Mayor and Aldermen, and State Legislature. Reviews Germantown Municipal School Board meeting agendas, attends or reads the minutes from Germantown Municipal School Board meetings, and reports pertinent information back to Dogwood PTO.

**LIBRARY LIAISON**

Assists the librarian in planning, promoting and executing programs to encourage student reading. Coordinates parent volunteers to assist in the library. Assists librarian in planning author visits.

**MEMBERSHIP/DIRECTORY**

Conducts Membership Drive at the beginning of the school year. Develops the directory from membership information generated through the Membership Drive.

**MOTHER/SON EVENT**

Plans and coordinates an event especially for mothers (or other significant female-role model) and the son(s). Participants will enjoy music, dancing and fun.

**NEW PARENT LIAISON**

Provides new parents with information regarding Dogwood and the PTO. Serves as a contact for any questions/concerns from new parents. Committee member(s) will help plan in-person activities, such as the Kindergarten Meet and Greet, assign mentor families to those interested, conduct tours of the school and coordinate communications to make the transition to Dogwood an easy one for new families.

**PUBLICITY**

Promotes Dogwood by publicizing PTO sponsored activities as well as school awards and recognition via local print media, Bloomz and social media [i.e FaceBook], in coordination with school's staff Publicity liaison; maintains all PTO and school related materials and publications. Publicity coordinates a sub committee of up to 3 persons to meet the needs of Social Media.

**ROOM PARENTS**

Responsible for getting a list of volunteers interested in serving as Room Parent and Grade Captains (which make up the Room Parent Committee); explains how the room parent system operates and holds regular meetings throughout the year. Also responsible for maintaining communication between teachers and parents, providing assistance to teachers as needed and coordinating volunteers for larger school functions.

**TEACHER APPRECIATION**

Organizes the "Welcome Back" breakfast for teachers; coordinates Teacher Appreciation Week; provides dinners for teachers on two conference nights.

**TEACHER TREATS**

Provides monthly teacher gifts and treats to show appreciation, such as staff lunches and mailbox surprises. Committee members help with supplies, setting up treat tables, and making mailbox surprises.

**WAYS AND MEANS**

This committee helps to coordinate fundraising activities for Dogwood, including working with local businesses that give back a portion of their proceeds to Dogwood and Family Donation Drive.

**YEARBOOK**

Yearbook is responsible for designing the 5th grade ads for the Dogwood Yearbook, and promoting sales of the yearbook and 5th grade ads. Yearbook Chairs will assist the school Yearbook club and its faculty sponsors as necessary as well as manage class photographer volunteers to provide pictures throughout the year of classes, school activities/events, and groups. Chairs will also proof the yearbook prior to printing, and assist with delivery of the yearbooks in May.