

## **PRESIDENT**

Presides Board and General meetings; chairs the Executive Board; coordinates work of the Board; is ex-officio member of all committees except the Nomination Committee; represents Dogwood PTO at all meetings and other functions as invited; confers regularly with the Principal.

## **VICE PRESIDENT OPERATIONS**

Member of the Executive Board; acts as aid to President; 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**

Member of the Executive Board, records minutes of all Board meetings; makes typed copies of minutes; keeps a roster of Board members and attendance at Board meetings.

## **TREASURER**

Member of the Executive Board, 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.

## **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; creates promotional materials 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 and working with Administration to obtain class lists.

## **COMMUNICATIONS**

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

## **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.

## **DOLPHINFEST**

Responsible for organizing DolphinFest. Sub committees include silent auction, concessions, games, t-shirts, teacher features, and ticket sales.

**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.

**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**

Procures all clinic supplies and anything needed by the school nurse; assists in staffing the Health Clinic with volunteers.

**LEGISLATIVE**

Liaison between Dogwood PTO and the Germantown Municipal School Board, Germantown Board of Mayor and Aldermen and State Legislature. 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; plans author visits.

**MEMBERSHIP/DIRECTORY**

Conducts Membership Drive at the beginning of the school year; maintains online membership directory and accurate record of PTO members.

**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; plans activities, such as the Kindergarten Meet and Greet, assign mentor families to those interested, and coordinate communications to make the transition to Dogwood an easy one for new families.

**PUBLICITY**

Promotes Dogwood through local print media and social media; maintains all PTO and school related materials and publications; keeps school bulletin boards current with school-wide activities, awards, and recognitions.

**ROOM PARENTS**

Responsible for recruiting Room Parents and Grade Captains (which make up the Room Parent Committee); supports the room parents and holds regular meetings throughout the year; Liaison for the PTO, the administration and room parents; manages the teacher favorites binder and Dolphin C.R.E.W..

**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**

Coordinates fundraising activities for Dogwood PTO, including working with local businesses that give back a portion of their proceeds to Dogwood.

**YEARBOOK**

Designs the 5th grade ads for the Dogwood Yearbook; promotes sales of the yearbook and 5th grade ads; assists 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; helps proof the yearbook prior to printing, assists with delivery of the yearbooks in May.