

## Clay Middle School Parent-Teacher Organization 2018-19

### Standing Rules and Traditions for PTO Board Members

The following standing rules and traditions are related to the details of administration rather than parliamentary procedure, and can be adopted or changed by a majority vote at any PTO Board meeting without previous notice. The Executive Board rules and traditions are found in the Organization's By-Laws.

#### The Board Member(s) responsible for [After School Study Hall](#) shall:

- Send a letter to all staff members requesting help in staffing the after school study hall program on a periodic basis.
- Coordinate dates of staff members to monitor the program with coverage of English, Math and Science.
- Advise and update staff members of assigned dates on a periodic basis.
- Prepare a folder of the calendar, staff members, sign-in sheets, bus passes etc., to be housed in the Media Center.
- On a monthly basis, prepare vouchers for the Treasurer to pay all staff members who monitored the program.

#### The Board Member(s) responsible for [Bookstore](#) shall:

- Schedule volunteers, starting in August, to staff the Bookstore throughout all lunch periods.
- Act as liaison with volunteers and school representative in charge of the Bookstore.
- Send out instructions, monthly reminders, and updates on procedures.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

#### The Board Member(s) responsible for [“Champions of Clay” Leader](#) shall:

- Schedule volunteers, starting in late July, to staff the fundraising table throughout Back to School week.
- Create ideas to promote PTO's major fundraiser throughout month of August (position ends September)
- Work with Exec Board and Staff to execute ideas.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

#### The Board Member(s) responsible for [Clay Challenge Liaison](#) shall:

- Meet with Principal to learn of dates and schedule of grades/classes and what is expected of PTO.
- Manage distribution of student t-shirts.
- Provide information to parents via flyers/website.
- Schedule volunteers for the day of event.
- Work with Athletic Director for Water Station needs and set up.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

#### The Board Member(s) responsible for [Community Retail Coordinator](#) shall:

- Create, set up and manage any retail nights (ex. Chik-fil-a, Pizzology, Mellow Mushroom, etc.).
- Promote Kroger Card Community program.
- Promotes, collects and counts Box Tops twice a year.
- Create excitement among families to participate.
- Work with Treasurer to process any funds received.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

**The Board Member(s) responsible for [Concessions](#) shall:**

- Coordinate with Athletic Director (who will provide schedules) and Team Parent(s) to staff the Concessions Booth with parent volunteers during all home athletic events (Girls & Boys Basketball, Wrestling, Football, Baseball, and Track & Field)
- Keep master schedule of necessary volunteers, provide individual team info and requirements to Team Parent and coordinate to make sure events are fully staffed.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

**The Board Member(s) responsible for the [Green Team](#) shall:**

- Work with the identified Green Team Staff Liaison (Green Club lead) to come up with ideas to promote green practices and awareness in Carmel Clay Schools
- Work with the school's Green Team Staff Liaison to help bring sustainable practices to their schools, PTOs, and educate students and staff about the importance of recycling, energy conservation, and taking care of the environment
- Attend the majority of CCS Green Team meetings per school year. Evening meetings are held monthly about 7-8 times per year.
- Lead Clay Middle's participation in the CCS District-wide "Holiday Lights Recycle Program".
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

**The Board Member(s) responsible for [Hospitality](#) shall:**

- Responsible for coordinating these events throughout the year:
  - Back to School Nights (August). *Purchase food/drinks to be served. Also set up and clean up.*
  - 5th to 6th Grade Transition Activities / Open House / Coffee (varies from January-May).
  - Provide refreshments and hospitality for any other events throughout year as requested by the Clay staff and/or PTO President.
- For all events: Purchase food/drinks to be served. Also set up and clean up. Be present at a welcome table to greet guests, provide directions and answer questions.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

**The Board Member(s) responsible for [Leadership Breakfasts](#) (6th, 7th, 8th and Electives – one Board Member for each grade level) shall ensure that:**

- One coordinator for each grade level is appointed for the once yearly event (Spring). Date per grade is selected by staff and each grade is honored separately. Staff uses these events to celebrate students who they have nominated for "Leadership" awards.
- Manage purchase of beverages (and any other supplies if needed) within the PTO budget.
- Responsible for assisting staff in set up as well as clean up at conclusion of event.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

**The Board Member(s) responsible for [Media Center](#) shall:**

- Schedule volunteers, starting in August, to staff the Media Center weekly.
- Send out instructions, monthly reminders, and updates on procedures.
- Manages Book Fair (usually takes place in November).
- Position is appointed by Media Center Staff. Responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution

**The Board Member(s) responsible for the [New Families](#) shall:**

- Manages the program of introducing families that are new to area or school district to Clay Middle.
- Organize gatherings at local restaurants or venues of your choice. At least 4 events encouraged throughout year to provide opportunities for parents to meet one another and share information.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

**The Board Member(s) responsible for [Past President](#) shall:**

- Offer advice and support to the incoming President.
- Assist other Board members as needed.
- Works with President and Vice President on filling Director Positions for following year:
  - Present slate of Executive Officers at the spring PTO meeting.
  - Notify the general membership of new Board Members and Executive Board via newsletter.
  - Post slate on website 30 days prior to vote.
- All Executive Board members are to be available at all PTO fundraising events to volunteer where needed and when necessary; and are to attend all Executive Board meetings and general PTO meetings.

**The Exec Board Member(s) responsible for the [President](#) shall:**

- Presides at all PTO meetings, including those of the general membership, the Executive Board and the Board of Directors.
- Serves in an advisory capacity on all PTO committees.
- Serves on the Carmel Clay Schools' Coordinating Council and attends meetings.
- Reports on the activities of the Corporation at the annual meeting of the members and at each general meeting.
- Works with Past President and Vice President on filling Director Positions for following year:
  - Present slate of Executive Officers at the spring PTO meeting.
  - Notify the general membership of new Board Members and Executive Board via newsletter.
  - Post slate on website 30 days prior to vote.
- Participates in budget reviews.
- Manages the Back to School event (August).
- Edits and distributes all Director information and forms.
- Manages master PTO calendar (PTO events, Student Council events, school events, etc.) for website.
- Notifies the Directors, Executive Board members, and general membership of meetings
- Advances to Past President/Advisor.
- All Executive Board members are to be available at all PTO fundraising events to volunteer where needed and when necessary; and are to attend all Executive Board meetings and general PTO meetings.

**The Exec Board Member(s) responsible for [Secretary](#) shall:**

- Keeps an accurate record of all meetings (PTO General, Board of Directors and Executive Board meetings).
- Provides timely copies of minutes from meetings and sees that they are posted on the Clay Middle PTO website.
- Edits the PTO website. Completes website training provided by the school district, when offered.
- Posts and updates PTO social media sites as needed (twitter, facebook, etc.) and follows school-wide safe practices.
- All Executive Board members are to be available at all PTO fundraising events to volunteer where needed and when necessary; and are to attend all Executive Board meetings and general PTO meetings.

**The Board Member(s) responsible for [Spirit Wear](#) shall:**

- Assume responsibility for the entire operation with spirit wear.
- Coordinate volunteers to work with spirit wear for sales dates.
- Deliver monies to the Treasurer for deposit. Maintain inventory.
- Provide online ordering options for newsletter, website and social media.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

**The Board Member(s) responsible for [Staff Appreciation](#) shall:**

- Plan, organize and solicit volunteers for the various staff events throughout year and follow budget.
- Purchase food and drinks to be set up in LGI with PTO budget. Coordinate clean-up.
- Includes following events: Staff Breakfast (August), Custodial & Maintenance Staff (Sept.), Bus Drivers/Monitors/Mechanics (Oct.), Education Support Professionals Day (Nov.), Nat'l School Counseling Week (Feb.), Food Staff Appreciation (March), Administrative Professionals Day (April), Teacher Appreciation Week/Nat'l. Nurses Day (May) & Nat'l Police Week (May).
- Keep a list of volunteers/food donations and work with staff as needed.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

**The Exec Board Member(s) responsible for the [Treasurer](#) shall:**

- Maintains an accurate record of receipts and expenditures.
- Prepares year-end ledgers for review by July 1 after his or her term of office.
- Disburses all funds in payment of budgeted and of Executive Board approved expenditures.
- Leads budget reviews with President, Vice President and Assistant Treasurer. Includes school Principal when needed.
- Prepares a budget, along with the President, Vice President and Assistant Treasurer, for approval by the Board of Directors, at the last meeting of the current school year.
- Assists Ways & Means with collecting and managing funds raised.
- Works with the Assistant Treasurer to collect monies at PTO events.
- Ensures the readiness of documentation needed for the timely preparations and filing of all required annual reports and tax returns by a CPA.
- Provides for an accountant to review the books and prepare necessary tax returns.
- Reports on the financial condition of the Corporation at the annual meeting of members and at each general meeting.
- Accounting/bookkeeping experience is very helpful.
- All Executive Board members are to be available at all PTO fundraising events to volunteer where needed and when necessary; and are to attend all Executive Board meetings and general PTO meetings.

**The Exec Board Member(s) responsible for the [Treasurer \(Assistant\)](#) shall:**

- Performs the duties of the Treasurer in his or her absence.
- Is responsible for the collection of monies arising out of all PTO projects.
- Participates in budget reviews. Prepares and deposits all money collected in a timely manner.
- Assists Treasurer with the preparation of a budget for approval by the Board of Directors at the last meeting of the current school year.
- Works with the Treasurer to collect monies at PTO events.
- Advances to Treasurer.
- Accounting /bookkeeping experience is very helpful during term as Treasurer.

- All Executive Board members are to be available at all PTO fundraising events to volunteer where needed and when necessary; and are to attend all Executive Board meetings and general PTO meetings.

**The Board Member(s) responsible for [Tuesday Treats](#) shall:**

- Compile volunteer family names given to you by PTO President at the beginning of the year.
- Set up SignUp Genius for upcoming dates. Enter in participant emails as needed. (SignUp Genius programs can be transferred via email to new Director to update with new dates from year to year).
- Deliver to the Teachers' Lounge (by 8:45am) all treats dropped off at the front office by families the second and fourth Tuesdays of each month.
- Send out reminder e-mails (SignUp Genius does this automatically).
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.

**The Exec Board Member(s) responsible for the [Vice President](#) shall:**

- Presides in the absence of and assists the President as needed.
- Serves on the Carmel Clay Schools' Coordinating Council and attends meetings.
- Works with President and Past President on filling Director Positions for following year:
  - Present slate of Executive Officers at the spring PTO meeting.
  - Notify the general membership of new Board Members and Executive Board via newsletter.
  - Post slate on website 30 days prior to vote.
- Participates in Budget Reviews.
- Advances to President then Past President/Advisor (this position is a 3-year commitment).
- All Executive Board members are to be available at all PTO fundraising events to volunteer where needed and when necessary; and are to attend all Executive Board meetings and general PTO meetings.

**The Board Member(s) responsible for the [8th Grade End-of-Year Event](#) shall:**

- Schedule/Plan/Coordinate all aspects for an end-of-the-year celebration for the 8th grade class.
- Work with school staff to determine date of event and any necessary event requirements.
- This includes booking venue, scheduling DJ's, photo booth, goody bags, decorating, snacks, prizes, volunteers and the being at the event.
- All Directors are responsible for giving necessary announcements of their activities to the Exec Board for newsletter, website and social media distribution –and- are asked to attend general PTO meetings.