PARENT-TEACHER ORGANIZATION

Appendix A:
Broadalbin-Perth Parent-Teacher Organization (PTO) Organizational Chart

Executive Board
President
Vice President
Secretary
Treasurer

Elementary Principals

Teacher Representative

STANDING COMMITTEES

Membership Committee
Duties include membership recruitment, member appreciation, annual review of bylaws, periodic revision of bylaws (at least every three years), and overseeing the annual officer nomination process.

Chair (must be an officer)
President (ex officio)
Additional PTO members in good standing

Fundraising Committee
Duties include coordinating annual fundraising campaigns, requests for donations of cash or product, and annually auditing the organization's financials.

Chair
President (ex officio)
Treasurer (ex officio)
Additional PTO members in good standing

Communications Committee
Duties include publicizing PTO activities and events. The chair shall serve as the organization's liaison to the district communications team.

Chair
President (ex officio)
Secretary (ex officio)
Additional PTO members in good standing

Enrichment Committee
Duties include coordinating mini-grants program, senior scholarship program, and additional PTO support of school-sponsored programs. The chair and an additional member of the Enrichment Committee shall serve on the district's Arts in Education Committee.

Chair
President (ex officio)
Instructional Leadership Representative (ex officio)
Teacher Representative (ex officio)
Additional PTO members in good standing

Events Committee
Duties include coordinating vendors, managing concessions, and overseeing subcommittees created to plan and execute specific events.

Chair
President (ex officio)
Additional PTO members in good standing

SUB-COMMITTEES

Membership Sub-Committees
At the discretion of the Membership Committee, with the advice and consent of the executive board, separate sub-committees may be established to complete the work of the committee. Such sub-committees may include, but are not limited to:

Member Appreciation Sub-Committee
Staff Appreciation Sub-Committee
Bylaws & Policy Sub-Committee
Nominations Sub-Committee

Fundraising Sub-Committees
At the discretion of the Fundraising Committee, with the advice and consent of the executive board, separate sub-committees may be established to complete the work of the committee. Such sub-committees may include, but are not limited to:

Fall Fundraiser Sub-Committee
Holiday Shoppe Sub-Committee
Spring Fundraiser Sub-Committee
Business Relations Sub-Committee

Communications Sub-Committees
At the discretion of the Communications Committee, with the advice and consent of the executive board, separate sub-committees may be established to complete the work of the committee. Such sub-committees may include, but are not limited to:

Social Media/Website Sub-Committee
Photo/Video Sub-Committee
Flyer Sub-Committee
Yearbook Sub-Committee

Enrichment Sub-Committees
At the discretion of the Enrichment Committee, with the advice and consent of the executive board, separate sub-committees may be established to complete the work of the committee. Such sub-committees may include, but are not limited to:

Mini-Grants Sub-Committee
Senior Scholarship Sub-Committee
Missoula Children's Theatre Sub-Committee
Sixth-Grade Celebration Sub-Committee
Kids Vote Too/Budget Vote Ice Cream Social Sub-Committee

Events Sub-Committees
At the discretion of the Events Committee, with the advice and consent of the executive board, separate sub-committees may be established to complete the work of the committee. Such sub-committees may include, but are not limited to:

Vendor Committee
Decorating Committee
Concessions Committee
Back-to-School Sub-Committee
Boo at the School Sub-Committee
Breakfast with Santa Sub-Committee
BINGO Night Sub-Commitee
Spring EGG-stravaganza Sub-Committee

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