

# Davis PTO Board/Committee Roles & Responsibilities

## **President/Co-President**

- Preside at meetings of the organization
- Confirm that a quorum is present before conducting any business
- Coordinate the work of the officers and committees
- Represent the organization at the monthly DCS PTO President/Superintendent meeting
- Be a member ex-officio of all committees
- Keep the Principal informed of all PTO activities
- Perform such other duties as may be prescribed in these by-laws or assigned to him/her by the organization
- See bylaws and financial policies for more roles and responsibilities

## **President-Elect/Co-President-Elect**

- Serve as Vice-President and act as an aide to the President or Co-Presidents
- The following year this person or persons shall serve as President or Co-Presidents
- Preside in the absence of the President or Co-Presidents
- Handle newspaper publicity for the organization
- Coordinate activities with community service organizations as approved by the PTO board
- Serve as parliamentarian, coordinating any updates to the by-laws and standing rules
- Perform other duties as assigned by the President or Co-Presidents
- See bylaws and financial policies for more roles and responsibilities

## **Secretary**

- Record the minutes of all meetings of the organization
- Make available copies of the minutes from all meetings and distribute them to all members at the next meeting
- Take attendance at all PTO board meetings
- Maintain a file of all PTO minutes and past minutes on PTO website
- Retain a current copy of the by-laws and the standing rules
- Maintain a file of any official PTO documents
- Receive all correspondence of the organization and make appropriate responses
- On behalf of the PTO, respond as appropriate to any special, personal situations of the membership
- Maintain the PTO web site and social media
- See bylaws and financial policies for more roles and responsibilities

## **Treasurer/Co-Treasurers**

- Have custody of all funds of the organization
- Keep a full and accurate account of all receipts and expenditures as stipulated by the Ohio Revised Code

- Present a financial statement at all PTO board meetings and at other times when requested by the organization
- Lead the PTO board in creating a budget for the year
- Provide to the Dublin City School Board a list of all physical gifts made to Davis Middle School by the PTO during the year
- Submit financial records to the audit committee as requested
- File all federal, state and local financial forms as required by law
- Abide by the Dublin City Schools District Support Recognition Guidelines
- Adhere to all guidelines and rules defined in the Financial Policy document in order to govern the processing of all financial transactions for the PTO
- Ensure that the PTO conforms to Dublin City School District Policy 9211
- See bylaws and financial policies for more roles and responsibilities

#### **Advisor (Outgoing President/Co-Presidents)**

- Available to answer questions, provide guidance, and attend PTO meetings as needed

#### **Academic Boosters**

- Collect order forms for Davis Scholar Signs and order Davis Scholar Signs
- Organize recognition activities and/or treats for students who make the Honor and Merit Rolls throughout the year
- Coordinate with Guidance Secretary and Building Secretary to find the students who qualify and distribute rewards

#### **Hospitality Coordinator**

Oversees the staff appreciation and community outreach committee, programs, and events

- **Staff Appreciation Committee**
  - Coordinates Parent Teacher Conference Dinners (usually November and January)
  - Coordinates Staff Appreciation Luncheons (usually August and May)
  - Organizes gestures of staff appreciation throughout the year
- **Community Outreach Committee**
  - Coordinates activities and event sales for Fall Festival in October
  - Coordinates activities and event sales for Arts and Music Festival in April
  - Coordinates cookie socials for open house in August and selected concert dates
  - Organizes events and programs that build community at Davis throughout the year

#### **PERC (Parents Encouraging Responsible Choices) Representative**

- Help plan PERC events with other members of the district-wide PERC committee
- Meet on the 3<sup>rd</sup> Wednesday of each month at 9:30 am at the Emerald Campus
- Help promote PERC events to Davis parents

**Fall Fundraiser Committee**

- Choose fall fundraiser
- Coordinate fundraiser volunteers
- Coordinate prep for fall fundraiser (printing, sorting, distributing fundraising materials, etc.)
- Coordinate kick-off of fundraiser
- Coordinate collection of funds raised
- Coordinate delivery of fundraiser incentives

**Nominating Committee**

- Two member-at-large appointments begin in February
- The nominating committee shall select one nominee for each position of the Executive Committee to be filled
- Committee provides updates at all future general meetings prior to election in May.

**School Store Coordinator**

- Keep the store stocked with supplies
- Coordinate school store schedule and volunteers
- Communicate with school store volunteers

**Library Coordinator**

- Coordinate library volunteer schedule
- Train new library volunteers
- Communicate with librarian and library volunteers

**Spirit Wear Committee Chairperson**

- Oversee production and sale of spirit wear items throughout the year and at determined community outreach events

**Beautification Chairperson**

- Oversee the visual improvements to the internal and external DMS building - includes, but is not limited to: Painting, Flowers, Lawn

**Box Tops Coordinator**

- Coordinate and promotes the collection of Box Tops to raise funds for Davis. Organizes drives and tracks box tops collections on the Box Tops app/website

**8<sup>th</sup> Grade Breakfast Chairperson**

- Organize meal items, decorations, and volunteers for 8th Grade Celebration Breakfast
- Communicate with administrators and 8<sup>th</sup> grade team leaders to coordinate

**Give Back Week Chairperson**

- Organize PTO Give Back Week activities and coordinate with non-profit partner

**School Supply Sale Coordinator**

- Collaborate with the principal, each Davis grade level leader, and the school supply kit vendor to create customized supply kits
- Organize and promote the school supply kit sale in the spring and early summer
- Coordinate the delivery of the supply kits to the school in the summer
- Organize the kits upon delivery for distribution to students
- Work with the principals and school secretaries to distribute the kits during the 6<sup>th</sup> grade orientation and walkthrough days at the beginning of the school year
- Coordinate volunteers to help, as needed

**6<sup>th</sup> Grade Dance Club Chairperson**

- Coordinate with the other Dublin Middle Schools and building secretaries to schedule dances at each middle school
- Organize and promote 6<sup>th</sup> grade dance club sign-ups
- Coordinate volunteers to help at the dances

**Walkathon Chairperson**

- Collaborate with Guidance Counselors, National Junior Honor Society (NJHS), and PTO Board to coordinate the schedule and establish fundraising goals and incentives
- Organizes and distributes incentives
- Coordinates volunteers for fundraiser collection days and walkathon day (and rain date)

**Audit Committee**

- Conduct annual audit to review compliance with the policies and procedures outlined in the financial policies document
- Make recommendations for improvement
- Submit audit report to the executive committee and review within 90 days of audit