

PTO COMMITTEE CHAIRMAN GUIDELINES

- *Standing committees are created by the PTO Executive Board to promote the goal and carry on the work of the PTO.
- *The Chairperson is responsible to operate within the budget and shall secure Board approval before expending funds in excess of the budgeted amount.
- *The Executive Officers are designated to sign all official contracts and correspondence on behalf of the PTO - Chairmen may not sign official contracts
- *Each committee has a 3-ring binder which contains a description of the committee, the responsibilities of the Chairman and provides a timeline for performing the Chairman's responsibilities. It should also hold copies of flyers pertaining to the committee that are distributed to parents throughout the year. This binder should be updated continually by the Chairman.
- * Any new notices or flyers being sent home must first be approved by the Superintendent's office. Additionally, all flyers must be printed on green PTO paper. There is a supply at each school. The flyer should also be stamped with the PTO seal on the top of the paper (stamps are located in the PTO box at each school).
- *An attempt should be made to keep all copies of handouts electronically which can be passed on to future chairmen. Update this each year.
- *Being Chairman of a committee is a two-year term. It is advisable to train a new chairman for your committee during the 2nd year of your term. This maintains consistency from one year to the next.
- *If this is your first year as Chairman, try to contact the immediate past chairman at the beginning of the school year for guidance, and to answer any questions you might have about the committee.
- *A Chairman is expected to report their committee's activities at PTO meetings. If you are unable to attend a meeting, you should submit a committee report to any of the board members prior to the meeting or have another member present a report in your absence.
- *A Chairman should submit reports to the PTO newsletter, Kaleidoscope, to advertise their upcoming activity and to recap the results of their committee when the activity is completed. The Kaleidoscope Editor will send a monthly e-mail reminding all committees of the deadline for submitting articles.
- *The main office of each school has a PTO mailbox which board members should be checking regularly. Chairmen are also requested to remove any materials pertaining to their committee as frequently as necessary.
- *For any fundraising committees, an option should be available to make a cash donation to the PTO rather than purchasing a fundraising item.
- *Chairmen should thank their volunteers. This can be done through Kaleidoscope, posted on the PTO bulletin boards in each school, as an individual note - there are countless (and simple) ways to do this - but it makes a big impact.