

**COLONY MEADOWS ELEMENTARY SCHOOL**  
**PARENT-TEACHER ORGANIZATION**

**BYLAWS**  
**AMENDED AND RESTATED SEPTMEBER 3, 2020**

**ARTICLE I**  
**ESTABLISHMENT OF THE ORGANIZATION**

**Section 1. Name.** The name of this Organization shall be the Colony Meadows Elementary School Parent Teacher Organization (hereinafter referred to as the "PTO"), a voluntary, non-profit unincorporated association which may, within the limits of applicable law, do all things necessary or desirable for the attainment of its stated purposes.

**Section 2. Principal Office.** The principal office of the PTO shall be located at 4771 Sweetwater Boulevard # 152 in Sugar Land, Fort Bend County, Texas, 77479

**ARTICLE II**  
**PURPOSES AND POWERS**

**Section 1. Purposes.** The PTO has been established to promote the welfare and educational, vocational, and character development of children who attend the Colony Meadows Elementary School (hereinafter referred to as the "School") and to develop and maintain a forum for parents, teacher, and citizens within the community interested in the advancement of those purposes. The PTO shall not attempt to direct the administration or policies and activities of the School. The PTO and its Board members and officers, herein after referred to as the "Board", shall not endorse a candidate for public office nor a commercial enterprise.

The organization is organized exclusively for charitable purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

**Section 2. Powers.** In order to accomplish the foregoing purposes and to finance programs in support thereof, the PTO is empowered to solicit and accept membership dues and voluntary contributions and to receive, invest and distribute funds, and to hold property in furtherance of its purpose. No part of the income or assets of the PTO shall benefit any member or other individual or entity.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law) or (b) by an organization to which contributions are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

**Section 3. Approval.** All programs, fund raising, major expenditures, and budgets for the School are subject to the approval of the principal of the School.

### **ARTICLE III** **MEMBERSHIP**

**Section 1. Eligibility.** Membership in the PTO shall be open, without regard to race, color, creed, or national origin, to those individuals who subscribe to its purpose, have expressed in written form their desire to be members, and who are:

- a) Parents, grandparents, or legal guardians of students enrolled in the School.
- b) Members of the faculty, staff and their families,
- c) Interested adults who do not qualify under a) or b) above, may petition its governing board (“Board”) to become members of the PTO.

**Section 2. Annual Dues or Donation.** The annual dues or donations for members shall be determined by the Board and approved by the membership.

**Section 3. Members In Good Standing.** Only current members in good standing shall have the privilege of making motions, voting, holding office or serving on committees. The Membership Chairperson/Coordinator shall maintain throughout the year a list of the current members of the PTO.

**Section 4. Additional Members.** General enrollment of members shall be conducted annually at the beginning of each school year. Additional members shall be accepted at any time.

### **ARTICLE IV** **MEETINGS OF THE MEMBERS**

**Section 1. Regular Member Meetings.** Regular Member Meetings shall be held during the school year, day and time to be set annually. Regular Meetings may be rescheduled by the Board to avoid conflicts with holidays or other local meetings.

**Section 2. Election Meeting.** The Election Meeting may be held during the Regular Member or Board Meeting in Spring of each year. The Election Meeting shall be held for the purpose of electing officers of the PTO and for the transaction of any other business properly brought before the meeting.

**Section 3. Special Member Meetings.** Special Member Meetings may be called by the President at the request of a majority of the Board, or at the request of five percent (5%) of the members, to transact any business that needs to be brought before the members.

**Section 4. Notice.** Five (5) days' notice shall be required for any Regular, Special, or Election Meeting. Notice for all meetings of the members shall indicate the time, date and place of the meeting. The meeting shall be called by means of posting or publication. A simple majority of the members of the Board must be present.

**Section 5. Quorum and Manner of Voting.** A quorum will be determined by counting twenty (20) current members on the PTO membership roster. That number of members shall constitute a quorum and must be present at any meeting of the members. Any item of business included in the agenda and property brought before the meeting may be transacted and voted on during such meeting. The order of business to be followed during each meeting shall be determined by the President. The election of Executive Officers and all motions voted upon by the members shall be decided, except as otherwise provided in these Bylaws, by a majority of the voting members present at a meeting provided a quorum is established and maintained throughout the Voting. Election of Executive Officers shall be by written ballot, however if there is only one nominee for each position, election may be by voice vote only. In the case of all other motions voted upon by the members, voting shall be by voice only unless either the President or the Principal shall deem it necessary to have a vote by written ballot.

## **ARTICLE V** **THE BOARD**

**Section 1. Duties.** The property, affairs and business of the PTO shall be managed by its Board who shall set and determined the polices of the PTO. The Board shall have the power to adopt an annual budget, disburse funds, approve plans and programs to raise funds, and perform all other duties as may be necessary or desirable to carry out the stated purposes of the PTO.

**Section 2. Composition.** The Board shall consist of the Executive Officers of the PTO, the Standing Officers, and the Teacher Representative(s). The Principal of the School shall serve as an ex officio member of the Board. Teacher Representative(s) serving on the Board shall provide input from the faculty and advise the Board of special needs of the students.

**Section 3. The Nominating Committee.** During a Spring Board Meeting each year, the Board shall present nominees to serve on the Nominating Committee.

The members of the Nominating Committee shall be appointed by the Board and shall consist of:

- (a) The Principal;
- (b) One (1) or more, faculty members other than the Principal;
- (c) Two (2) or more members of the Board, including the Parliamentarian; and
- (d) One (1) or more members of the PTO not serving on the Board.

No person may serve on the Nominating Committee for more than one (1) consecutive year, except for the Principal, and the Parliamentarian (who may serve no more than two (2) consecutive years). The Parliamentarian shall serve as chairman of the Nominating Committee.

Service on the Nominating Committee does not exclude a person from seeking an office in the PTO. Persons wishing to run for an office shall complete a form in writing stating which office he or she would like. Nominees for Standing Officers shall be listed on the same form as Executive Officers. Persons may nominate someone else to an office. The Nominating Committee shall be responsible for evaluating the qualifications of each nominee.

All nominees for election or appointment shall be current members of the PTO and shall personally consent to stand for election or appointment as the case may be after their names are placed in nomination.

At the Election Meeting in the Spring, the Nominating Committee shall be responsible for recommending a nominee for election to each Executive Office, designating the capacity in which each nominee has agreed to serve. In addition, the Nominating Committee shall be responsible for recommending to the Board one or more nominees for each Standing Officer position, designating the capacity in which each nominee has agreed to serve.

Records of the Nominating Committee shall be retained by the chairman and turned over to an ad hoc vacancy committee, should a vacancy occur during the year.

**Section 4. Teacher Representative(s).** The Teacher Representative(s) serving on the Board shall be chosen separately by the faculty at the first faculty meeting of each school year or appointed by the principal.

**Section 5. Term of Office.** Officers shall serve for one (1) year. Installation of officers will take place at the final Spring Board Meeting, after which the new officers shall begin their terms which terms shall be completed when new officers are elected and installed.

**Section 6. Consecutive Terms.** Officers may serve for consecutive terms on the Board but may not serve for more than two (2) years as an officer in the same capacity. A period of more than five months during the School year shall be considered a full term.

**Section 7. Removal from Office.** A member of the Board who without cause fails to attend three (3) consecutive Regular Meetings of the Board may be removed by a majority vote of the Board. A member of the Board can be removed from office for failure to perform duties, criminal misconduct, or unethical behavior in PTO business by a two-thirds (2/3) vote of the Board. Two (2) weeks prior to taking such action, the President or the Corresponding Secretary shall send to the member of the Board being considered for removal notice of such action by "Registered Mail, Return Receipt Request." A member of the Board removed from office may appeal the removal by the Board to the PTO members, beyond which there shall be no appeal.

**Section 8. Vacancies.** The Board shall appoint an ad hoc committee from among its own members to fill a vacancy. A Board member may resign by giving at least two (2) weeks written notice to the remaining Board members. In an emergency, the two (2) week time factor may be waived. The ad hoc committee submits a nominee to fill any unexpired term to the Board for election by written ballot which written ballot may be dispensed with in favor of voice vote if there is only one nominee to the vacant position. The Board shall have the option of not replacing a resigning or removed Standing Committee Chairman if there is more than one person acting in such capacity.

**Section 9. Regular Board Meetings.** Regular Board Meetings shall be scheduled regularly and held each year. Any items of business properly brought before a regular meeting of the Board may be transacted and voted on during such meetings.

**Section 10. Special Board Meetings.** Special Board Meetings may be called by the President, Vice President or the Parliamentarian upon the request of any three (3) members of the Board, upon twenty-four (24) hours' written or oral notice indicating the time and place of the Special Meeting and the business to be transacted at such meeting. Special Meetings during extended school break or holiday when school is not in session for more than 10 days, the Executive Board may request Board members to consider urgent business. Board members will be sent information in email format and may reply with their comments and suggestions after discussing with their committee members. Should a vote be required, it will be done so as an email ballot with a quorum established.

**Section 11. Quorum and Manner of Voting.** The presence of one-half (1/2) of the members of the Board shall constitute a quorum at any Board or Special Meeting. All motions voted upon at any meeting of the Board at which a quorum has been established and maintained throughout, shall be decided, except as otherwise provided in these Bylaws, by a majority of the members of the Board present at the meeting. The Board must be notified prior to any vote held at a regular Board Meeting. The Board must be notified at least 24 hours prior to voting for non-budgeted items. All information, including opponent viewpoints, should be presented to a quorum of the board for consideration prior to voting on said gifts.

**Section 12. Documentation.** All Board members, Chairpersons/Coordinators, and Committees shall document activities and responsibilities carried out over the course of their tenure and place paper copies or electronic copies of relevant documentation in a central repository (on a shared drive or filing cabinet). Chairpersons/Coordinators shall be responsible for preparing all supporting documentation for financial transaction of their committee in the prescribed manner prior to turning it over to the Treasurer.

## **ARTICLE VI** **EXECUTIVE OFFICERS**

**Section 1. Titles and Terms of Office.** The Executive Officers of the PTO shall consist of President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, and Parliamentarian.

**Section 2. Executive Officer Job Descriptions** See Addendum A for job description, timing, duties, and skills.

**ARTICLE VII**  
**STANDING OFFICERS**

**Section 1. Standing Officers.** One or more persons may be elected to each position provided that such position shall be counted as one person or one vote, as the case may be, for purposes of determining a quorum or approving any matter. The Standing Officers shall be the Chairperson/ Coordinators of the following committees/programs: Hospitality, Membership, VIPS, Publicity, Educational Enrichment, Fundraising, Spirit, and Gifts and shall be responsible for developing programs in support of the stated purpose of the PTO. Other members, as deemed necessary, of a Standing Officer's committee shall be appointed by the officer in charge of each committee.

**Section 2. Standing Officer Job Descriptions** See Addendum B for job descriptions, timing, duties, and skills.

**ARTICLE VIII**  
**AD HOC COMMITTEES**

**Section 1. Ad Hoc Committees.** Ad Hoc Committees are committees that are created with approval of the Board when new projects are instituted or needs are identified. These committees are not permanent and may be increased or decreased on an annual basis. The Chairmen of these committees are considered non-voting members of the Board.

**ARTICLE IX**  
**MISCELLANEOUS PROVISIONS**

**Section 1. Fiscal Year.** The fiscal year of the PTO shall end on June 30<sup>th</sup> of each year.

**Section 2. Checks and Drafts.** All checks and drafts or other orders for the payment of money issued in the name of this PTO shall be signed by any two (2) of the following: the President, Vice-President, or Treasurer.

**Section 3. Audit.** A financial statement review of the books and records of the PTO shall be conducted and completed each year by an auditor approved by the Board.

**Section 4. Disposition of Assets upon Dissolution.** In the event of dissolution of the PTO, all outstanding bills shall be paid and all remaining property and assets of the PTO shall be distributed to the School or, if such disposition is not possible, to one or more non-profit charitable PTOs selected by the Board so long as such disposition shall be for "one or more exempt purposes" within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future tax code). In no event shall the remaining property and assets of the PTO be distributed to any member or other individual entity. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Section 5. Amendments or Revisions.** These Bylaws may be amended or revised at any Regular Member Meeting, at which a quorum is present and voting throughout, by a vote of two-thirds (2/3) of the members present at such meeting, provided that notice of the proposed amendment was given through posting or publication

**Section 6. Conflicts of Interest.** Whenever a director or officer has an interest in any matter coming before the Board, the director or officer shall: (a) fully disclose the nature of the interest; and (b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested officers or directors determine that it is in the best interest of the PTO to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval. For purposes of this provision, the term “interest” shall include: personal interest, interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern and having an immediate family member who holds such an interest in any concern. The term “concern” shall mean any corporation, association, trust, partnership, limited liability entity, firm, person or other entity other than the PTO.

## **ADDENDUM A – EXECUTIVE OFFICER JOB DESCRIPTIONS, TIMING, DUTIES AND SKILLS**

### **PRESIDENT**

#### **JOB DESCRIPTION**

The President shall be the Chief Executive Officer of the PTO and shall: (i) if present, preside at all Member and Board Meetings, (ii) be an ex officio member of all committees except the Nominating Committee, (iii) appoint with the advice and consent of the Board, the members and the chairperson/coordinator of any special committees, (iv) have supervision of and general executive and administrative powers relating to the organization subject to the control of the Board, and (v) implement the general directives, plans and policies formulated by the Board.

#### **TIMING**

1 year position beginning and ending in May. Requires substantial time commitment.

#### **DUTIES**

1. Oversee, with the advice and approval of the Board, the appointment of any *ad hoc* committees and their chairperson/coordinator.
2. Have supervision of, and general executive and administrative powers relating to the PTO, subject to the control of the Board.
3. Oversee the implementation and follow-through of the general directives, plans, and policies formulated by the Board.
4. Look over and respond to correspondence in the PTO email in a timely manner.
5. Provide PTO information to the Publicity Chairperson/Coordinator for distribution to media, posting on the marquee, website, or other action.
6. Arrange for appropriate meeting places and the set up for Board meetings. Prepare the agenda for upcoming board meetings. Make copies available for Board members.
7. Oversee the use and cleanliness of the PTO closet.
8. Represent parents on the quarterly Campus Based Leadership Team (CBLT) and provide the board with a report from the meeting.
9. Act as a sounding board for members with questions, comments, and concerns about CME PTO.
10. Co-sign all checks with Treasurer.
11. Have a meeting with the VIPs Campus Coordinator and the Vice President after the new officers are installed to discuss the upcoming year's programs.



12. Maintain binder to include the agenda, the minutes of all meetings, treasurer’s reports and all other pertinent items.
13. Assist the Vice President and Treasurer in the preparation of the budget.

**QUALITIES, SKILLS AND RESOURCES**

- |                                  |   |
|----------------------------------|---|
| 1. Organized.                    | 5. Public speaking skills.  |
| 2. Good communicator.            | 6. Willingness to “get things done”.                                    |
| 3. Positive motivator of others. | 7. A good “people person”.  |
| 4. Arbitration skills.           | 8. Able to represent Colony Meadows in a positive, professional manner. |

**VICE- PRESIDENT**

**JOB DESCRIPTION**

The Vice President shall have such powers and responsibilities as may be determined by the Board or the President. The Vice President is responsible for supporting and assisting the President in all PTO initiatives. In the absence of the President, the Vice President shall perform the duties and exercise the authority of the President.

**TIMING**

1 year position beginning and ending in May.

**DUTIES**

1. Set up for all Board Meetings.
2. Provide appropriate information regarding the PTO and meetings to the front office to be listed in the calendar of events as well as the Publicity Chairperson/Coordinator for posting on the marquee, website, social media, and in any other pertinent publications or emails.
3. Act as a liaison between the PTO and the principal to decide the calendar of events during the summer. Send calendar of events to Publicity Chairperson/Coordinator to be published on the PTO website and for the Back to School Welcome Packet.
4. Support the President in creating the Back to School Welcome Packet, organizing events and meetings, and any other duties deemed necessary.
5. Assist the President and Treasurer in the preparation of the budget.
6. Must be a signor on all PTO accounts and be available as a co-signor of PTO reimbursement checks.

**QUALITIES, SKILLS, AND RESOURCES**

1. Organized.
2. Good communicator.
3. Positive motivator of others.
4. Arbitration skills.
5. Public speaking skills.
6. Willingness to “get things done”.
7. Able to coordinate large meetings and programs.
8. A good “people person”.
9. Able to represent Colony Meadows in a positive, professional manner.

## **TREASURER**

### **JOB DESCRIPTION**

The Treasurer shall: (i) have custody of the PTO funds, (ii) keep full and accurate accounts of receipts and disbursements in the books and records, (iii) deposit all funds in the name and to the credit of the PTO, (iv) present an accurate account of all transactions and a report on the financial condition of the PTO at each Regular meeting, (v) prepare the financial books for audit, and (vi) prepare and submit all required forms for income and other taxes for the preceding year. Those matters that have been budgeted and are within budget limits may be disbursed by the Treasurer without the approval of the Board. Budgeted matters in excess of budget limits may be disbursed upon approval of the President, Vice President and Principal or by the Board. Any non-budgeted items must be approved by the Board and prior notice should be given prior to seeking approval.

### **TIMING**

1 year position beginning and ending in July. Substantial time commitment is required. Approximately 5 hours/week average with additional time during special events.

### **DUTIES**

1. Present a monthly financial report at each Business Meeting of the Board.
2. Present a financial year-to-date report at each General Meeting of the PTO.
3. Provide a written copy of all monthly and year-to-date reports to the Recording Secretary and President.
4. Prepare the financial books for audit (to be performed annually). Provide copy of audit to FBISD audit department.
5. Disburse funds according to approved budget or as approved by Board.
6. Make all deposits.
7. Keep on file hard copies of transactional receipts.
8. Prepare and file all required tax and information reports with appropriate governmental authorities.

9. Maintain insurance, including keeping all requirements necessary to keep insurance valid.
10. Have bank statements reviewed by Assistant Principal or other designated account non-signee.
11. Assist the President and Vice President in the preparation of the budget.

**QUALITIES, SKILLS, AND RESOURCES**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Organized.</li> <li>2. Good money handling skills.</li> <li>3. Good record keeping skills.</li> </ol> | <ol style="list-style-type: none"> <li>4. Enjoys working with financial information.</li> <li>5. Familiar with computer spreadsheet programs.</li> </ol> |
|---|--|

**RECORDING SECRETARY**

**JOB DESCRIPTION**

The Recording Secretary shall attend all meetings of the members and the Board and record the minutes of those proceedings.

**TIMING**

1 year position beginning and ending in May.

**DUTIES**

1. Record, preserve, and distribute to Board members the minutes of all Board and PTO meetings.
2. Publicly post all copies of minutes in a timely manner in a location to be determined annually by the current board.
3. Provide copies of minutes, official documents, and such informal documents as may be of future use for inclusion in the President’s binder.
4. Prepare any other documents requested by the President.
5. Request that written reports be turned in by all Board members prior to monthly meetings to help verify detail for preparing minutes. Reports from the executive board and standing committees should be submitted electronically, at least 48 hours prior to the board meeting. New information can be included in the oral report presented at the meeting if necessary.

**QUALITIES, SKILLS AND RESOURCES**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Good note taking skills.</li> <li>2. Knowledge of computer word processing and database programs.</li> </ol> | <ol style="list-style-type: none"> <li>3. Organizational and discipline skills to maintain PTO files and records.</li> <li>4. Good grammar and spelling.</li> </ol> |
|--|---|

## **CORRESPONDING SECRETARY**

### **JOB DESCRIPTION**

The Corresponding Secretary shall be responsible for notifying Board members of Special Meetings of the Board and shall be responsible for all correspondence necessary for conducting the business of the PTO.

### **TIMING**

1 year position beginning and ending in May.

### **DUTIES**

1. Write thank you/appreciation notes as requested by Board members.
2. Write notes and letters as requested by the President or Vice President.
3. Make appropriate acknowledgments of any birth, illness, or death in the family on behalf of the PTO.
4. Keep a log of all correspondence.
5. Manage the PTO PO Box, including annual payment, appropriation of keys (President is the other designee), mail collection (twice weekly), and distribution of mail to Board members and committees via folders in the front office.

### **QUALITIES, SKILLS AND RESOURCES**

1. Good written communicator.
2. Able to compose letters and notes.
3. Positive attitude.
4. Able to send out correspondence in a timely manner.
5. Good grammar and spelling skills.

## **PARLIAMENTARIAN**

### **JOB DESCRIPTION**

The Parliamentarian will be familiar with Parliamentary Law and will enforce the Rules of Order, according to Robert's Rules of Order. The Parliamentarian is responsible for determining quorums and tabulating all votes at all General, Business, Election, and Special Meetings, and act as chairperson/coordinator of the Nominating Committee.

### **TIMING**

1 year position beginning and ending in May. Substantial Time Commitment in February.

### **DUTIES**

1. Be familiar with the By-laws of Colony Meadows PTO and have a copy on hand at all meetings.
2. Have access to Robert's Rules of Order and have a copy on hand at all meetings.

3. Be prepared to use a timer for committee reports and a gavel to maintain order as requested by the President.
4. Determine the existence of a quorum at all meetings of the PTO and the Board.
5. Prepare ballots for any vote or election for which a written ballot is required by the Bylaws.
6. Tabulate votes for any election or matter for which a vote is taken in any Board or PTO meeting.
7. Chair and direct all activities of the Nominating Committee, including supervising the preparation, collection and retention of all nomination forms. Create a committee as explicitly outlined in the by-laws. Schedule an Election Meeting and a Board Installation in the Spring.
8. Assist all special committees in the proper process for forming, meeting, and writing a committee report.
9. Explain the board proceedings and by-laws and have all members sign the by-laws at the start of the new school year.

#### QUALITIES, SKILLS AND RESOURCES

1. Be a “legal eagle”.
2. Be impartial and objective.
3. Be able to maintain order in a meeting

## **ADDENDUM B – STANDING OFFICER JOB DESCRIPTIONS, TIMING, DUTIES AND SKILLS**

### **HOSPITALITY**

#### **JOB DESCRIPTION**

The Hospitality Committee shall serve as the official host of the PTO. It will be responsible for organizing and arranging all teacher appreciation functions.

#### **TIMING**

1 year position beginning and ending May.

#### **DUTIES**

1. Develop an annual plan for monthly teacher recognition events and teacher birthday recognition.
2. Set up and recruit committees to assist in implementing plan.
3. Organize Teacher Appreciation Week events.
4. Communicate teacher recognition activities to parents.
5. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### **QUALITIES, SKILLS, AND RESOURCES**

1. A "people" person.
2. Creative ideas.
3. Able to positively motivate people.

### **GIFTS**

#### **JOB DESCRIPTION**

The Gifts Committee shall be responsible for recommending to the Board what gifts should be purchased for the School from funds acquired through PTO fundraising activities, membership drives, and any other sources. All information, including opponent viewpoints, should be presented to a quorum of the board for consideration prior to voting on said gifts.

#### **TIMING**

1 year position beginning and ending in May. Substantial Time Commitment in April and May.

#### **DUTIES**

1. Form a committee of interested persons during the fall semester, making sure that there are non-board members on this committee.

2. Investigate appropriate purchases for the school by surveying teachers and parents during the fall semester.
3. Report results of survey to keep PTO members informed.
4. Inform the PTO Board of the Gifts Committee recommendations at Board Meetings.
5. Act as a liaison between the PTO and the principal to decide the appropriateness of the gifts and bring recommendations to the board for approval.
6. Coordinate and begin execution of all approved Gifts Committee purchases after spring fundraiser results.
7. Report purchases to the Membership Committee for membership drive promotion, as well as to our members.
8. Evaluate conditions and determine maintenance needs of all prior purchases by end of December of purchasing year. Coordinate and develop a budget for maintenance of prior gift purchases.
9. If any non-budgeted or urgent requests present themselves throughout the year, coordinate such requests with the principal and the Board.
10. Transition all incomplete or on-going gift purchases to new Gifts Committee members before the end of their term.
11. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### QUALITIES, SKILLS, AND RESOURCES

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Ability to interface well with staff, teachers and volunteers.</li> </ol> | <ol style="list-style-type: none"> <li>2. Is adept at researching.</li> <li>3. Has objective, professional attitude.</li> </ol> |
|---|---|

### FUNDRAISING

#### JOB DESCRIPTION

The Fundraising Committee shall implement all fundraising activities that have been approved by the Board.

#### TIMING

1 year position beginning and ending in May. Substantial time commitment is required.

#### DUTIES

1. Develop an annual plan for fundraising to meet financial goals of Board.
2. Investigate fundraising opportunities and make recommendations to Board.

3. Oversee and manage those fundraisers that the Board has chosen, including recruiting coordinators and committees for each major fall and spring fundraiser and for any supplemental fundraisers.
4. Coordinate with Publicity to communicate to parents information on each fundraiser by all appropriate means, including distributing flyers in Tuesday folders, Tiger Weekly emails, the PTO website or social media, and arranging for the posting of information in the school and on the marquee.
5. Responsible for setting up organization information for local businesses, retail share programs, and Box Tops.
6. Provide the Board with committee reports on a monthly basis.
7. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### QUALITIES, SKILLS AND RESOURCES

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. A "people" person.</li> <li>2. Creative ideas.</li> <li>3. Good at delegation.</li> </ol> | <ol style="list-style-type: none"> <li>4. Able to interface with fundraising companies.</li> <li>5. Able both to initiate and follow through on projects.</li> </ol> |
|---|--|

### **SPIRIT**

#### JOB DESCRIPTION

The Spirit Committee shall organize fundraising events at local establishments and work with the school to design annual spirit wear.

#### TIMING

1 year position beginning and ending in May. Substantial time commitment before school starts and at the beginning of the school year.

#### DUTIES

1. Develop an annual plan for Spirit Nights and oversee/manage those Spirit Nights to represent the school and PTO at the event.
2. Coordinate with Publicity Chairperson/Coordinator to communicate Spirit Night events to members by distributing pertinent information through Tiger Weekly emails, Tuesday folders, the PTO website or social media, and on the marquee.
3. Coordinate with the school to design annual Spirit Wear shirt. Responsible for selling and delivering t-shirts and other spirit wear.
4. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.



## QUALITIES, SKILLS AND RESOURCES

1. A “people” person.
2. Creative ideas.
3. Able to interface with local companies and organizations.
4. Able both to initiate and follow through on projects.
5. Good communicator.
6. Can represent Colony Meadows in a positive, professional manner.

## VIPS

### JOB DESCRIPTION

The VIPS Campus Coordinator shall be responsible for coordinating a volunteer program within the School to meet the needs of the faculty, staff and students. The VIPS Campus Coordinator shall act as a liaison between volunteers, faculty, staff and students and shall coordinate all volunteer activities.

### TIMING

1 year position beginning and ending in May. Substantial time commitment is necessary especially at the beginning and end of the year.

### DUTIES

1. Recruit and oversee committee coordinators for all VIPS programs, including grade level coordinators (GLCs), Field Day, Landscaping, Library events, Yearbook, etc. Send committee list to Publicity Committee to be published on the PTO website. Meet with all VIPS Program Coordinators to review committee goals, projects, and procedures before the beginning of the school year.
2. At the beginning of the school year, help with the Back to School Welcome Packet, have a table to recruit volunteers at Meet the Teacher, and organize a volunteer coffee and presentation to convey information concerning volunteer opportunities at the school. Send recruited volunteer email addresses to committee chairs.
3. Solicit volunteers as needed through parent sign-ups or others means, and forward any emails to GLCs.
4. Collect and record volunteer hours on a monthly and yearly basis and submit to FBISD VIPS office.
5. Reward volunteers on a monthly and yearly basis, based on completed volunteer hours. Send names to Publicity Committee to be published on the website and for Tuesday Weekly emails.
6. Attend monthly FBISD VIPS Campus Coordinator meetings and provide the Board with a report from the meeting.

7. Host a “Thank You” event in the spring for VIPS Coordinators and volunteers of the Month.
8. Attend quarterly Campus Based Leadership Team (CBLT) meetings and provide the Board with a report from the meeting.
9. Organize several events including parent appreciation (muffins with Mom, donuts with Dad, etc.) family events (Bingo Night), and send classroom party information to the GLCs.
10. Provide the Board with committee reports on a monthly basis.
11. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee’s one vote to the board.

#### QUALITIES, SKILLS AND RESOURCES

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Able to motivate others.</li> <li>2. Good organizational skills.</li> <li>3. Able to delegate.</li> <li>4. Can represent Colony Meadows in a positive professional manner.</li> <li>5. Public speaking skills.</li> </ol> | <ol style="list-style-type: none"> <li>6. Ability to coordinate programs.</li> <li>7. Knowledge of computer word processing.</li> <li>8. Good communicator.</li> <li>9. Able to interface with staff, faculty, and volunteers diplomatically.</li> </ol> |
|---|--|

### MEMBERSHIP

#### JOB DESCRIPTION

The Membership Committee shall conduct a membership drive, prepare a pamphlet of information for new student folders, collect membership registrations, and compile a membership list of the PTO.

#### TIMING

1 year position beginning and ending in May. Substantial time commitment is necessary at the beginning of the year.

#### DUTIES

1. Initiate and coordinate the efforts of the committee to conduct a fall membership campaign/drive.
2. Collect and tally all membership forms and donations. Transfer funds to the Treasurer.
3. Be responsible for preparing, posting, and removing all signs, posters, and banners from membership drive and for storage of reusable items.

4. Give a campaign closing report to the Board including recommendations for future campaigns.
5. Compile an accurate membership listing of families joining PTO. Provide a copy to Parliamentarian.
6. Register new members throughout the school year.
7. Create, publish, and distribute a pamphlet for new families entering the School.
8. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### QUALITIES, SKILLS AND RESOURCES

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. A "people" person.</li> <li>2. Creative ideas.</li> <li>3. Good at delegation.</li> </ol> | <ol style="list-style-type: none"> <li>4. Able to interface with fundraising companies.</li> <li>5. Able both to initiate and follow through on projects.</li> </ol> |
|---|--|

### PUBLICITY

#### JOB DESCRIPTION

The Publicity Committee shall notify the media of school events and be responsible for publicizing school events by updating the school marquee, contributing to the Tiger Weekly emails or other school newsletters, and by any other means appropriate.

#### TIMING

1 year position beginning and ending in May.

#### DUTIES

1. Serves as a liaison between PTO and the news media.
2. Prepare press releases and provide photographs of special school programs or events.
3. Provide PTO event information and other news to the school on a weekly basis for the Tiger Weekly email.
4. Maintain PTO Website.
5. Maintain PTO social media accounts and regularly update members with event posts, pictures, and other news.
6. Maintain two display cases at front and back entrance of school.

7. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### QUALITIES, SKILLS AND RESOURCES

1. Organized.
2. Good communicator.
3. Knowledge of computer word procession and desktop publishing programs.
4. Good spelling and grammar skills.
5. Creative.
6. Have web based knowledge.

### **EDUCATIONAL ENRICHMENT PROGRAM**

#### JOB DESCRIPTION

The Educational Enrichment Program (EEP) Coordinator shall be responsible for coordinating special programs, assemblies, and other enrichment activities within the school to meet the needs of the faculty, staff, and students. The EEP Coordinator shall act as a liaison between volunteers, faculty, staff, and students and shall coordinate all programs.

#### TIMING

1 year position beginning and ending in May.

#### DUTIES

1. Recruit and oversee committee coordinators for all Educational Enrichment Programs, including International Club, Science Fair, STEAM, Frontier Day, Patriots Day, etc. Send committee list to Publicity Committee to be published on the PTO website. Meet with all Educational Enrichment Program Coordinators to review committee goals, projects, and procedures at the beginning of the school year.
2. Work closely with the VIPS Campus Coordinator to solicit or request volunteers for any Educational Enrichment Program event.
3. Establish and coordinate all of the non-student generated programs to be presented at the PTO General Member Meetings.
4. Establish and coordinate PTO sponsored programs to be presented to students during the school day.
5. Establish and coordinate all PTO sponsored programs/speakers to be presented to the PTO membership at non-PTO meeting times.
6. Provide appropriate information to the Publicity Committee for posting on the marquee, website, social media, and in any other pertinent publication regarding PTO programs and meetings.

7. Provide the Board with committee reports on a monthly basis.
8. If your standing officer position consists of more than one person, then a vote should be taken within your committee prior to presenting your committee's one vote to the board.

#### QUALITIES, SKILLS AND RESOURCES

- |  |   |
|--|---|
| 1. Able to motivate others.  | 6. Public speaking skills.  |
| 2. Good organizational skills.                                     | 7. Ability to coordinate programs.  |
| 3. Be able to research local area enrichment programs.             | 8. Knowledge of computer word processing.                                 |
| 4. Able to delegate.   | 9. Good communicator.   |
| 5. Can represent Colony Meadows in a positive professional manner. | 10. Able to interface with staff, faculty, and volunteers diplomatically. |