

**Madison Crossing Elementary**  
**PTO Committee and Chairperson Descriptions**  
**2019-2020 School Year**

**Executive Board**

**President** - Serve as leader and key contact for the PTO. Preside at all PTO meetings. Ex-officio member of most committees. Appoint chairpersons for special committees. Coordinate the work of the officers and committees so that the PTO's objectives can be met. (Effort: Year-round/on-going.)

**Vice President** - Act as an aide to the President. Perform the duties of the President in the absence or inability of that officer to serve. Assume other responsibilities as assigned by the Executive Board. Coordinate the general activities of any Special Committees created by the Executive Board. Ideally - is willing to serve as President in the future. (Effort: Year-round/time varies upon roles.)

**Treasurer** - Be responsible for and have custody of all funds. Make disbursements as properly authorized. Be present at all PTO events where money will be collected. Responsible for counting and making deposits in a timely manner. Assure that PTO policies and best practices are followed with regards to funds. Prepare financial reports for each meeting, each committee and as needed. Prepare the books for an annual audit. (Effort: 4-5 hours per month, sometimes more.)

**Secretary** - Keep the minutes of all general meetings and all meetings of the Executive Board. Prepare correspondence and perform all other duties assigned. Prepare and send sponsorship/donation forms to local businesses. Help recruit committee chairpersons for all vacant standing committees of the board. Keep the calendar of events for the PTO. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes.)

**General Board**

**Past President** - Consult and advise with current executive board based on previous year's experiences.

**Membership** - Organize the annual PTO membership drive and the on-going process to encourage membership. Maintain membership records. (Effort: Primarily in August - September. Minimal role after October.)

**Social Media/Publicity** - Disseminate positive information to the community about the school, its students, and the PTO. Promote related activities and programs in order to heighten community awareness, as well as working monthly with the counselor for the publicity of super Mavs. Spotlight teachers, assistants, and office staff on Social Media. Many tasks can be accomplished via email. (Effort: year-round, but minimal. 1-2 hours per month.)

**Teacher Appreciation** - Organize monthly teacher appreciation activities, coordinate daily recognition for Teacher Appreciation Week in May, and host breakfast reception after

Veterans' Day Program. (Effort: 2-4 hours per month, depending on what activities are planned.)

**T-Shirt** - Coordinate the selection, design, ordering, inventory, and sales of school t-shirts and other related products. (Effort varies. Peak sales in August/September.)

**Assistant Treasurer** - Assist the Treasurer as needed. (Effort: Varies.)

**Box Tops** - Collect and organize the Box Tops. Parents will need to be notified by flyers, website and Facebook of the two general deadlines posted by Box Tops. The actual labels will need to be counted before mailing to the company for reimbursement. The raised funds are usually allocated for book purchases for the school library. Promote box tops with the students and reward system for turning in 150 box tops. (Effort: Varies by received quantities, twice per year.)

**Classroom Coordinator** - Organize and communicate with individual classroom coordinators. This communication will occur with all of the coordinators for every grade throughout the school year. Any correspondence to the parents from the teacher-appointed coordinators should be approved by this chair and the Principal. (Effort: Varies, peak time is August-September.)

**Community Pep Rally** - Organize and aid in the planning and participation for MCE with the other schools in the Maverick Zone. (This is one-time event during football season.)

**Decorating** - Responsible for placing the holiday decorations (fall, Christmas, spring) inside and outside the school. Most of the decorations have been purchased and are stored in the PTO closet. (Effort: 1-2 hours per month.)

**Crossing Fest** - Organize this one-time event in the fall to help make a connection between MCE's parents, students, and staff. This event demands a committee of at least 4 people in order to share the responsibilities. Items, games, and such will need to be organized along with volunteers and usually baked goods. A silent auction is also a party of the event as a small fundraiser for the teachers' classrooms. This event is a fun, family event to help raise funds for the school. (Effort: Ongoing August through the day of event which is late October-early November.)

**Fun Fridays** - Organize and purchase small products to sell to the student body once a month. Normally on Fridays, the students purchase small goodies for \$1.00-\$2.00 for a PTO fundraiser. Chair and committee will count orders and money on that day while delivering to the classrooms the product. (Effort: 1-2 hours for each Fun Friday. Typically, 6 Fun Fridays per school year.)

**Grounds** - Help maintain flower beds and any extra yard care that is not covered by the district. This maintenance also includes planters in the front and mulch upgrades on the playgrounds. (Effort: 4-5 hours monthly, plus any additional necessity that arises.)

**Book Fair** - Assist the MCE librarian with the biannual book fair and other special events. The book fairs usually entail setting up decorations for the current theme and procuring volunteers. (Effort: Ongoing with minimal need outside of the book fair in fall and spring.)

**Newsletter** - Collect information from the faculty/staff and produce the monthly school-wide newsletter for the parents. Once the newsletter information for that particular month is collected, a layout is set up in a word program. After approval from the PTO President and the Principal, copies are made at the school for the whole student body. Copies of newsletter will consist of the lunch menu on the back side. This also includes the July newsletter mailed to all Kindergarten and new students who are registered. (Effort: 2-3 hours monthly.)

**Spirit Night** - Organized monthly with a local restaurant as a MCE mini fundraiser. After discussing and setting up a time frame, the local restaurant agrees to donate a portion of that evening's earnings to the school's PTO. (Effort: 2-3 hours monthly.)

**Talent Show** - Organize an event that all MCE families can participate and enjoy. This event has evolved into a singular venue in the form of a talent show. Concessions are available. However, like any other PTO planned event, this can be changed. Suggest a committee of at least 5. (Effort: Ongoing 30 days before event through the day of the event.)

**Fundraising** - There are 2 fundraisers during the school year; Fall and Spring. (Effort: 5-10 hours per week for duration of fundraiser. Generally, 2 weeks in the spring.)

**Yearbook** - Plan and organize the MCE Yearbook. This committee needs an Editor/Advisor, Assistant Editor/Advisor, a Business Manager, and at least 2 members to take photos throughout the year. There are at least 3 deadlines throughout the year. This committee also assists on school picture days. (Effort: Varies by position.)