Standing Rules Document

Shady Grove Elementary PTA

Glen Allen, Virginia

**EXECUTIVE ROLES**

**PRESIDENT -**

* Write / distribute / copy monthly agendas for meetings
* Receive/file monthly financial reports and minutes
* Distribute or post financial reports at Board and general membership meetings
* Lead Board and general membership meetings
* Meet with Principal monthly, and keep in close communication with school administration
* Review and sign contracts between the PTA and other parties
* Stay in touch with PTA Board members (The President is a member of all Standing Committees, though he/she does not necessarily attend all of their meetings.)
* Approve all check requests, in line with the budget
* Sign checks as needed (all checks require 2 signatures, of the 3 PTA Board members with signing authority)
* Nominate the nominating committee (February)
* Nominate the audit committee (end of school year)
* ·With the Treasurer and VPs of Finance, write an annual draft budget, based on budget requests from Board members and current financial conditions (summer)
* Represent the PTA at meetings and occasions in the school and community, as needed
* Determine the PTA presence at our Open House, held before the beginning of school

**TREASURER -**

On a monthly basis:

* Prepare disbursements and deposits
* Reconcile bank statements
* Prepare and present treasurer's report for PTA board and general membership meeting

On a quarterly basis: -

* Ensure membership dues are submitted timely to VA PTA

On an annual basis:

* Work with budget committee to formulate proposed budget
* Purchase insurance policy for upcoming school year
* Apply for 501(c)3 determination letter
* Prepare and mail 1099s to appropriate parties
* Prepare annual report to give to president
* Prepare files for annual audit
* Prepare and file 990-ez tax return

**SECRETARY -**

1. Email reminders, committee reports requests and monthly minute reports for review.

2. Attend Board Meetings and take notes during each meeting to be able to use as content for creating monthly minutes reports. Pass attendance sheet around to have a lot to go by when creating the monthly minutes. Attach the monthly financial report to the back of each corresponding PTA Boar Meeting Minutes Report to be filed in binder.

3. General Membership Meetings – Prepare the minutes for those minutes as well. If you are unable to attend the GM meeting, obtain the highlights from either Programs or the President to be able to create a minutes report.

4. Keep supplies in the PTA room well stocked. You will have to purchase the supplies on your own and then submit your receipts as well as the reimbursement for to the PTA Treasurer for a check to be issued to you for reimbursement.

5. Sort through PTA mail in the PTA room basket and then put the mail in the correct folder for each committee in the filing cabinet.

6. Plan lunch for Aug/Sept folder stuffing meeting. You will purchase catering order on your own and then submit receipts as well as a reimbursement form to the PTA Treasurer for a check to be issued to you for reimbursement.

7. Plan dinner for the June final PTA meeting.

8. Send out any special communications to the board and or outside establishments should you be directed by the President.

9. Maintain board directory and email updates.

10. Once monthly Board/GM meeting minutes are approved, forward them to the Communications Committee so that they can list them on the PTA Blast report.

**PROGRAMS** **-**

* Idea of PTA Programs is to involve parents / guardians in student activities, and be able to familiarize with the children’s school at a convenient time for most families.
* Requires 2 Executive Board members.
* Usually a minimum 2 year commitment
* Plan 4-5 after school, PTA events.
* Each program is held on the second Thursday of each month, unless otherwise stated (and approved.)
* Plan a program by creating, or using a past event that has been successful.
* Meet with Dr. Schwab and the PTA president to go over specific dates and time of events. This is usually done the first few weeks of June so that events can be added to the school calendar before open house.
* A rough idea of the budget for each program should also be presented at the June meeting.
* Fill out a “School USE Facility form" 2-3 weeks prior to each program. Turn this in to Dr. Schwab along with a check from the Treasurer.
* Depending on the size and complexity, each program requires getting volunteers, teacher participation, notifying the Communication board members for PTA Blast content, sending notification to parents via school take home folders, purchasing any need items and set up.
* Be present at set up, duration of event, and clean up.
* For large, more involved programs, each volunteer puts in anywhere from 6-8 hours of time. For easier events about 4 hours is required. This is including working the actual event.

**FINANCE -**

2nd Vice President/Financial (2 Positions) – The 2nd Vice Presidents co-share the responsibility of the fundraising efforts for SGES PTA.

The roles are split between General Fundraising and Box Tops Coordination.

The General Fundraising role includes oversight, communication and coordination of the Fall check writing campaign, spirit nights, and any local sponsorships such as Papa John's, Silver Diner, Kroger and Target. The role coordinates obtaining and distribution of the Cardinal Donor magnets for the fall check writing campaign. This role is busiest prior to the start of the school year and within the first month or two while the check writing campaign is on. With the introduction of Member Planet, the effort involved in the check writing campaign is somewhat reduced. The role coordinates the Spring Run the Diner campaign with Silver Diner which involves working with teachers to solicit volunteers and helping organize the event, communication of the event and manning the welcome table at the event.

The Box Tops Coordinator helps as needed with general fundraising but the main role is to coordinate the Box Tops programs that are on-going throughout the year. This includes advertising the program, communicating deadlines, providing submission sheets, counting submissions and submitting the Box Tops. This role is steady at about 2 hours per week during the school year, with 2 times per year (the weeks directly prior to submission deadlines) where the level of effort is about 8 - 10 hours per week plus a few hours over the summer to coordinate a submission in June and then to prepare for the upcoming school year.

The VPs of Finance also serve on the budget committee.

Availability at Open House and Back to School night is very important as well.

**VOLUNTEERS -**

The VP of Volunteers position is an enjoyable role that includes opportunities for a great deal of interaction with the teachers and children at school. Throughout the year, responsibilities include, but are not limited to, managing volunteer groups for the school marquee, morning greeter, and cafeteria and welcome desk "Back-Up Bunches." Other periodic involvement is needed for school events such as Field Day, Jingle Bell Jam, and the volunteer appreciation reception. Although it can be a bit hectic at the beginning of the year as we organize the back-to-school Open House folder stuffing event in August and manage PTA volunteer roles for the first month of school while the parent volunteer list is created (a simple task), the role does settle into a slow, but steady pace after that. VP of Volunteers is perfect for the parent that is happy with a mix of computer/email and some face-to-face tasks. This role also offers a potential bonus if you enjoy interacting with the students, as you will have opportunities to spend time at school and will be welcome at all events, even those normally closed to parents. With a couple periods of exception throughout the year, the role requires an average commitment of only approximately three hours per week, although it can be more if/when you chose to insert yourself into the school volunteer roles that you are organizing (If needed, the time commitment can be reduced by working with a Co-VP of Volunteers or recruiting a willing parent to manage a Back Up Bunch, etc.). VP of Volunteers is truly a fun and fulfilling position that provides opportunities for interaction with many aspects of the school community and those within it.

**PUBLICITY -**

*Before School Begins*

* Set Blast Schedule based on PTA Programs Schedule (target 2 blasts per month during the school year)
* Update billing info and contact info on our tools: Constant Contact (email) Weebly (website) and Melbourne IT (Domain registration)
* Update SGES Website prior to the beginning of the school year to remove old info and update dates and content- content should be generated by the committee chairs/owners of each area

*Throughout the Year*

* Import new member contact info from MemberPlanet to ConstantContact
* Solicit content for, create and publish email blasts on schedule
* Make regular updates to the SGES PTA Website as requested by committee chairs
* Post updates, events, thank you’s and content of interest to our membership on the SGES PTA Facebook page
* Create and publish ad hoc email blasts where the need arises (it should be limited)
* Ensure that our membership does not get an excess of email communications
* Participate actively in PTA Board Meetings and PTA Business
* Ensure renewal fees are paid for Domain Name registration (Melbourne IT) and Constant Contact (usually June).

*As School Ends*

* Submit Publicity Budget for next school year (annual renewal of tools)
* Survey membership about PTA publicity/communications and analyze results/recommend changes (as needed)
* Transition role to new VP of Publicity (at end of 2 year commitment)

**LAY ADVISORY/PARLIAMENTARIAN -**

This role has 2 members, for a 2-year commitment.

The role of the Lay Advisory is to keep the school connected with the greater PTA community by attending Lay Advisory Meetings several times a year and reporting back to the PTA board. Most meetings are held at Moody Middle School in the evenings. Meetings have historically involved issues that are important to the Henrico Public School communities – education, behavioral, school board, zoning, etc. One of these 2 members will attend every PTA board meeting. They will help meetings run efficiently with their knowledge in Robert’s Rules of Order and Parliamentary Procedure.

**COUNTY COUNCIL/LEGISLATIVE -**

This role has 2 members, for a 2-year commitment.

*COUNTY COUNCIL* - The role of the county council representative is to alternate attending the monthly Henrico county council meetings with the co-representative and report back to our school PTA board.

*LEGISLATIVE* - Every year there are different issues or policy items that the state wide PTA has decided they are going to bring to the general assembly to be voted on and then put into the PTAs program. Some of these issues will need additional funding which would be received by the government and implemented into the program. The statewide PTA decides which are the most important and provides the schools with the issues to ensure that parents agree that these are important enough to be brought to the General Assembly.

The PTA legislative representative's job is to explain these issues to parents at the beginning of the school year and have as many parents as possible vote on whether they agree or disagree with moving forward with these issues. Voting can be done either using paper ballots or electronically. Once all the votes are complete, the representative must count the votes and submit the count to the state PTA division.

Every year, Virginia’s local PTA units approve a legislation program that represents its official position on a wide variety of issues affecting children and youth. The program consists of legislative action items and policy statements. Previously approved position statements and convention resolutions automatically become a part of the program. The program is the basis for official testimony by the PTA at legislative hearings and before other agencies. Statements can be cited by a PTA member when contacting a legislator about a bill that falls within the scope of the program. As long as they do not conflict with the program, local units and councils may support legislative items not in Virginia PTA’s Legislation Program. Be sure to use your PTA’s name and not Virginia PTA.

**STANDING COMMITTEES**

**PTA TECHNOLOGY-**

Manage Member Planet, online enrollments of various committees (ASE, Rockathon, membership, Programs, Finance and other areas of PTA as needed.)

**AFTER SCHOOL ENRICHMENT –**

After School Enrichment provides classes that take place after school and each participating child pays for the costs. Each session lasts six weeks

*Roles: The ASE committee is divided into two roles. Program Coordinator and Logistics*. The process starts with the Program Co –Chair setting a class schedule. The Registration takes place online. The Logistics Co Chair coordinates all facility and volunteer issues. Both Co Chairs share the responsibility of the lottery and oversight of the program.

***Program***

• Determine class offerings, time, day, space and fees

• Outsource instructors while trying to have as many Shady Grove teachers as possible

• Recruit, Pay and oversee vendors and Shady Grove teachers

• Help to create brochure by providing class description

The enrichment Matrix identifies the location opportunities within the school and how they are being used. This is the first step in planning each session, and it needs to be approved by the principal prior to committing to any instructors. When setting the fees for the classes, the goal is to break even.

As a vendor contact, you are required to have the following documentation from the instructors prior to classes.

1. Confirmation letter
2. Application for Volunteer Service ( even though vendors are not volunteers and need to be approved)
3. Copy of proof of liability insurance

***Site and Logistics***

• Coordinator in charge during classes. Sign in and sign out

• Arranges class volunteers, sign in and sign out volunteers

• Create tags for smooth dismissal

• Responsible for any special announcement with students/ Parents.

* Responsible for renting the school and hiring a nurse during after school hours.

The Logistics Co Chair has all the information for the classes and the students. The responsibility includes scheduling and coordinating parent volunteers for each session, check in and check out. Overall, the role is to provide aid to students, faculty, and instructors while ensuring a safe and secure after school environment.

**ROCKATHON FUNDRAISER**

* Role is to raise money through the Shady Grove annual Rock-A-Thon fundraiser. A part of the money raised supports the Thomas B. Fernald Scholarship Fund and the rest supports the current students.
* To facilitate communications to the teachers, school administrators, parents, and students with information pertaining to the Rock-A-Thon fundraising and the celebration event
* To plan and execute details pertaining to the Rock-A-Thon specifically, fundraising leading up to R-A-T and the details of the celebration for the day of the event.

**IN- SCHOOL STUDENT PROGRAMS**

Responsible for procurement of Cultural Arts and Science programs for all grade levels. Role is performed throughout the year but majority of work takes place in May.

**HOSPITALITY -**

We have a fulfilling and exciting role within the SG PTA system. The hospitality committee co-chairs handle the following tasks:

* Works with committee and others to organize and set up refreshments, food, decorations for monthly teacher appreciation events.
* Maintains hospitality supplies and equipment and an updated inventory for them
* Presents hospitality budget for approval at executive board meeting at start of the PTA year and monitor authorized budget
* Reports on hospitality plans at board meetings for forthcoming PTA events

GETTING STARTED

· Preparation – Review the procedure book and other materials, such as minutes, supplied by previous chairman for ideas on how hospitality was done and what worked best last term.

· Schedule Meeting – Meet early in the year with hospitality committee co-chair to brainstorm and make plans. Coordinate efforts with Dr. Schwab before the beginning of school to confirm the dates for the upcoming year’s events work with the SGES schedule.

· Get your Committee Together – Use the SGES Open House to get potential volunteers interested in helping out. Use SGES Member Planet to get your list of volunteers. This year we have approximately 40 volunteers to help out each month. Use Signup Genius to communicate volunteers regarding food for each month’s event. Signup Genius requests for help are sent out 10 days prior to the event.

UPDATE THE EVENT

· Any feedback or notes should be updated in the binder that acts as the manual for past and future events.

BASK IN TEACHER APPRECIATION

· They are so appreciative of our efforts!

**MEMBERSHIP**

* On a monthly basis, contact the main office for a list of new students. Assemble a gift bag for each student that contains a welcome letter & invitation to join the PTA, car magnet, & PTA pen. Create a label for each bag & deliver them to the appropriate teacher's mailbox for distribution to the new student.
* Campaign at beginning of the year with flyers in back to school folders and at back to school night.
* Help parents navigate member planet and compile the directory for the school.

**OUTDOOR CLASSROOM /GROUNDS – 2 Members**

The main purpose of the Grounds/ Outdoor classroom PTA position is to provide an exterior environment that is welcoming as well as educational to our students. Outdoor classroom is the term that is used to cover all of the educational lessens as well as hand on experience our students get while working in the garden. The great benefit of the outdoors is that our students for most part get to experience planning seeds, watching the plants grow and harvesting the vegetables. They are able to connect these activities to the curriculum for the specific lectures they get in their classroom.

Organize two events during the year (one in spring and one in fall) called “dads, digging and donut.” Families get to work in the garden, do some extremely interesting projects such a building birdhouses, garden signs and planting beds.

As an Outdoor Grounds Coordinator, the role requires 2 – 3 days of time commitment in the month of December, 4 – 5 days of regular business hours in the month of March and June.

**REFLECTIONS – 2 Members**

PTA Reflections is a national arts recognition and achievement program for students.  Students may submit entries in as many as six art areas: literature, musical composition, photography, visual arts, and dance choreography and film production. The task involves promoting the Reflections program with students, distributing Reflections materials, and collecting submissions. The school level program begins in September and runs through November. The reflections coordinator will record entries, assemble judging panel, coordinate awards night   See the Reflections section in [PTA.org](http://pta.org/) for more information on how this program is administered. It is recommended to coordinate with SGES music and arts teachers to promote this program.

**ROOM PARENT COORDINATOR**

Room Parent Coordinator is responsible for disseminating appropriate paperwork at the beginning of each school year to the classrooms for parents regarding signing up to be a room parent and coordinating the sign up for the entire class on nList. He/she is responsible for assisting room parents with setting up the responsibilities in the classroom and holding a general orientation meeting to educate them at the beginning of the year. The Room Parent Coordinator assists the volunteer coordinators to make sure everyone is getting their class parents signed up for Cafeteria Duty and Welcome Desk duty. In the Spring, the Room Parent Coordinator is responsible for organizing Teacher Appreciation Week, and helping with Field Day and Fifth Grade graduation.

**SCHOOL STORE -**

The responsibilities of the School Store include communicating with the SCA sponsors, setting up and managing the School Store nlist to fill volunteer spots, making sure the cart is full of supplies (which includes placing orders for supplies), managing the cash box, making bank deposits every other week or so, and submitting the invoices/bank receipts to the treasurer. The busiest time is at the beginning of the year, when the nlist is created. At the end of the year, the proceeds are tallied up, and a check is requested to donate to our sister school, Laburnum Elementary.

**SPIRIT WEAR –**

Spirit Wear Coordinator’s objective is to coordinate all Spirit Wear Clothing for all students and faculty as well as coordinate all Field Day T-shirts for all students and faculty. The main role is to boost school spirit! Responsibility The role is responsible for choosing the company from which to order the spirit wear, selecting the logo, style, color, pricing, and clothing that will be offered during the sale, tallying all orders and distributing clothing after the sale has been completed. This role requires the designs to be finalized prior to the school year during the summer so the samples can be ready to go for the back to school open house display. Being able to manage a online store with a vendor is another key component to this role. Time Frame Coordinate a large back to school sale which usually takes place at the beginning of September and runs about 2 weeks. This role requires you to set up a booth at the school open house with samples ordered and ready for display. There is usually another sale in the middle of November to capture holiday sales. The planning for the Field Day theme and shirt designs starts in Jan. You will have to work closely with the PE Department to coordinate this large shirt initiative. Key Steps in Program Timing is everything with this role as the vendor has tight guidelines for making the screens, ordering the samples for the back to school open house, setting up the online store, and marketing the store to the students/family. PTO blasts and flyer distribution is another key to the spirit wear success. Everything has to be finalized prior to the start of the school year. Contracting with a vendor to obtain free Field Day shirts for the teachers is key. Managing a small budget for sample shirts and free shirts for certain events if required. Possibly looking at creative ways to incorporate new designs or voting on designs would be appreciated in this role.

**STEM LAB –**

 It takes excellent communication skills (listening, writing, speaking), a lot of coordination between the lead teachers, PTA and others, building partnerships with our SGES community and our wider community (Wyndham Garden Club, Wild Birds Unlimited), computer skills, problem solving, and most of all vision and a long term goal! :-) We are bringing STEM to Cardinals one step at a time.

**YEARBOOK** – 2 members that will lead a committee of students, parents and teachers

Communicate with the yearbook company representative and oversee sales. Before school starts, a conversation with the yearbook company representative should include pricing, due dates, and access to the yearbook company's website.

At open house, yearbook salesperson should be available to answer questions and have prepared an informational poster and flyers to hand out. Informational flyers, printed two to a page, should be distributed to all enrolled students at the beginning of the school year and again before price increase deadline and final deadline. Information can also be sent online to parents as an additional reminder and included in the PTA news blasts. Periodically, parents will email with questions or concerns. In June, when the yearbooks arrive they need to be sorted by class and distributed to teachers.

**AFTER SCHOOL CLUBS**

This is a new position that has been proposed. The idea is to have affordable programs with high level of instruction offered after school hours.

Explore different clubs as an ongoing session as opposed to a 6-week ASE program.

Ideas- Running Club, Chess, Robotics