

Anderson Elementary PTA Board Standing Rules

Executive Board

President

Coordinate the work of officers and committees. Appoint historian and parliamentarian with the approval of the elected officers. Appoint chairman of special committees subject to approval of executive board. Leadership skills as well as administrative and organization skills required. Must have the ability to remain open-minded. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening.

1st Vice President- Aide to President -VOTING POSITION

Act as aid to president and preside in the absence of the president. Perform other duties as assigned by the president or the association. Requires leadership and organization skills. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening. This position also includes tracking and filling positions for the upcoming school year to ensure the PTA board positions get filled (does not include appointed positions, or positions that are proposed by the nominating committee). This is a voting position and requires monthly attendance at Board Meetings.

2nd Vice President- Programs -VOTING POSITION

Organize and plan the evening PTA programs. Act as an aid to the president and 1st vice president. Requires planning and organization skills. Work closely with the hospitality chairperson to provide food for general meetings. This is a yearlong and ongoing time commitment requiring volunteer hours mostly in the evening. This is a voting position and requires monthly attendance at Board Meetings.

3rd Vice President- Membership -VOTING POSITION

Responsible for membership drives. Organize and maintain a list of PTA members. Work closely with school directory coordinator during the fall to have forms completed by parents for both membership and directory. Responsible for the life membership nominating process. Requires planning and organization skills. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening. This is a voting position and requires monthly attendance at Board Meetings.

4th Vice President – Ways & Means -VOTING POSITION

Responsible for any fundraisers deemed necessary by the PTA, with the exception of special committees. Requires planning and organizational skills. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening. This is a voting position that requires monthly attendance at Board Meetings.

Secretary (Works directly with President & 1st VP) – VOTING POSITION

Responsible for accurately recording minutes of all board and general meetings, and notifying/reminding board members of meetings. This is a yearlong, ongoing time commitment requiring volunteer hours in the evening. Maintain written records of PTA meetings and sign in sheets. This is a voting position and requires monthly attendance at Board Meetings.

Treasurer (Works directly with President & 1st VP) – VOTING POSITION

Responsible for the maintenance of books and records to conform to the requirement of the bylaws and submit books to the auditing committee as requested. Responsible for maintaining the budget adopted by the association. Must present financial statements at general meetings, board meetings and at other times requested. Works closely with the president. Accounting background strongly recommended. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening. This is a voting position and requires monthly attendance at Board Meetings.

Parliamentarian (Works directly with President & 1st VP)

Must attend all meetings and shall advise on matters of parliamentary procedures when requested. This is a yearlong commitment requiring volunteer hours at all PTA meetings and board meetings. This position is not a voting board position.

Standing Committees

Technology (Works directly with President & 1st VP) **-VOTING POSITION**

Keep the Anderson PTA website updated with information provided by board and set-up PTA related transactions on the web store. This position does not require volunteer hours during the school day and can be done from home. This is the perfect position for you if you are computer savvy and want a great way to help that does not require you to be up at the school during school hours. Requires significant computer skills. This is a voting position and requires monthly attendance at Board Meetings.

Newsletter Coordinator (Works directly with President & 1st VP) **-VOTING POSITION**

Responsible for development and publication of weekly PTA newsletter on a weekly basis. Add monthly updates of upcoming PTA events to the newsletter. This is a yearlong time commitment that can be done from home. Requires significant organization, time management and computer skills. Must work closely with Office Staff and PTA board to gather information for weekly communications. Requires drafts to be sent to office staff and PTA president for review and approval before being submitted for distribution. This is a voting position and requires monthly attendance at Board Meetings.

The Following Positions are to work closely with 2nd Vice President- Programs:

Hospitality **-VOTING POSITION**

***Committee Chair for Shooting Stars, Talent Show & Country Fair**

Work closely with executive board, standing committees and special committees to coordinate food and beverages for all PTA events. This is a yearlong but limited time commitment. Requires minimal volunteer hours during the school day, however more during the evening PTA meetings that have a program where food and/or beverage will be served/sold. This position also handles the purchase and distribution of TAKS snacks that are provided by the PTA on testing days (ie: pretzels, gold fish, animal crackers, etc).

Required to work with the office staff to confirm testing days and classroom head count. This is a voting position and requires monthly attendance at Board Meetings.

Shooting Stars

Work closely with school administrators and PTA to organize student recognition award programs. Organize Shooting Stars awards ceremony once every six weeks. This is a yearlong but limited time commitment. Requires volunteer hours during the school day.

Country Fair Coordinator

Chair the committee to plan and organize games, food, decorations, ticket sales and volunteers for event. Requires significant hours leading up to event time.

Talent Show Coordinator

Plan and organize screening of student's acts and rehearsal during school hours. Publicize and Communicate the Event, design and offer/sell participant t-shirts, prepare flyers, decorations and program guidelines. Prepare performance/event program. Requires two evenings of volunteer hours, one for dress rehearsal and one for the night of the event.

Dad's Club **-VOTING POSITION**

Coordinate's with Faculty Rep and office staff for miscellaneous work requests (moving furniture, assembling bookcases, setup and tear down of musical risers and chairs for large assemblies, cook lunch on Field Day, etc.) and assists school counselor with Watch DOGS program. Dad's Club Coordinator needs access to a computer. Knowledgeable with e-mail and spreadsheets to organize and disseminate

information, and e-mail help requests to members of the Dad's Club. Weekly commitment less than 1 hour per week (on average) and can mostly be done from home with minimal volunteer hours during the school day. This is a voting position and requires monthly attendance at Board Meetings.

Student Programs -VOTING POSITION

***Committee Chair for Arts in Education & Competitive Bees**

Aid teachers in coordinating programs sponsored by the PTA for each grade level (each grade level gets \$500 from the PTA to use towards the students during the school year). This is a yearlong but limited time commitment that does not require you to be up at the school during the day. This is a voting position and requires monthly attendance at Board Meetings.

Arts in Education

Organize programs to promote arts within school. This includes (but is not limited to) Art To Go; most scheduling/booking can be completed at home. Requires some volunteer hours during the school day, with few after school and evening volunteer hours.

Competitive Bees

Organize and facilitate math, geography and spelling bees for students. Requires some volunteer hours during the school day but most can be planned at home. This position works closely with the office staff and teachers when Bee time is approaching.

The Following Positions are to work closely with 3rd Vice President- Membership:

School Directory Coordinator -VOTING POSITION

***Committee Chair for Playground & Field Day**

Responsible for creating the school directory to be distributed in the fall. Requires computer skills. This is a commitment with key deadline in October. Requires some volunteer hours during the school day - most work can be completed at home. This is a voting position and requires monthly attendance at Board Meetings.

Field Day Coordinator

Assist staff in planning & organizing Field Day games, supplies and volunteers. Limited time commitment in late spring and requires minimal volunteer hours during the school day (with the exception of field day which requires the entire school day).

Playground Equipment Coordinator

Responsible for maintaining/monitoring playground equipment and acts as liaison with teachers to maintain/monitor playground equipment.

Teacher Appreciation -VOTING POSITION

***Committee Chair for Newcomer's Chair**

Organize and coordinate various teacher appreciation events to promote teacher well being. Organize recognition of birthdays for the Special's teachers (including library staff, PE, AIM, Alpha Phonics, etc.) This is a yearlong commitment. Requires volunteer hours during the school day. This is a voting position and requires monthly attendance at Board Meetings.

Newcomer's Chairman

Organize annual Meet & Greet breakfast for the first day of school and promote new parent orientation. This requires minimal time to purchase food, drinks and plastic ware before the Meet & Greet breakfast and then setting up, serving and cleaning up after the breakfast on the first day of school. This also requires time to make flyer, assist in planning, and promote the new parent orientation meeting.

Council Representative/Legislation -VOTING POSITION

***Committee Chair for Reflections & Historian**

Responsible for attending monthly Allen Council PTA lunch meetings during the school day and reporting to the board any information that the board would need to know. Report any legislative information that would affect students, parents and/or Anderson staff. Requires minimal volunteer hours during the day. This is a voting position and requires monthly attendance at Board Meetings.

Reflections

Organize programs to promote National PTA annual Reflections program. (This is a program that pertains to the arts, including literature, musical composition, photography, etc.) Most work can be completed at home. Requires some volunteer hours during the school day and evening.

Historian

Responsible for creating a book recording the events of the school year. Works closely with publicity/events photographer to obtain pictures for the scrapbook. This is a yearlong, ongoing time commitment requiring volunteer hours during the school day and in the evening.

The Following Positions are to work closely with 4th Vice President- Ways and Means:

Spirit Wear -VOTING POSITION

***Committee Chair for Grade Level Shirt**

Responsible for coordinating the sale of school spirit wear merchandise. This includes collecting three (3) closed bids from companies, selecting and purchasing spirit wear designs and products, preparing order forms, collecting money, preparing deposits, distributing orders and planning activities throughout the year to promote spirit wear. This is a voting position and requires monthly attendance at Board Meetings.

Grade Level T-Shirt (Works closely with Spirit Wear)

Responsible for coordinating the sale of grade level t-shirts. This includes working closely with teachers on selecting designs and colors. Collecting three (3) closed bids from companies, purchasing, preparing order forms, collecting money, preparing deposits, distributing orders.

Publicity/Events Photographer -VOTING POSITION

***Committee Chair for Book Fair & Marquee**

Submit press releases to local print and media news sources. Post weekly and monthly updates to the large bulletin board in the front foyer. Responsible for taking photographs of all events planned by the school and PTA. Submit pictures of events to the historian for the PTA scrapbook. Ideally, this position would lead subcommittees to take photos of grade level activities. This is a yearlong commitment requiring volunteer hours during the school day with minimal evening hours. This is a voting position and requires monthly attendance at Board Meetings.

Book Fair Coordinator

Plan and organize the weeklong book fairs in the fall and spring. Act as liaison with book fair vendor and PTA. Coordinate marketing and promotion, schedule volunteers, set-up, decorating, reordering and restocking, coordinating teacher wish lists, assists student selections and purchases, collecting money, preparing deposits. Requires significant volunteer hours the week before and the week of the fair including daytime, after school and some evening volunteer hours.

Marquee Coordinator (works close with Publicity and Ways & Means)

Work closely with school administration to maintain the marquee at the front of the school. Requires minimal hours during the school day.

Environmental -VOTING POSITION (Works Closely w/Pride Council)

***Committee Chair for Box Tops & School Supplies**

Promote student and parent participation in environmental awareness programs through school and community to include, but not limited to Earth Day, Recycle a Book Day and annual environmental awareness contest. Requires some volunteer hours during the school day but most can be planned at home. This is a voting position and requires monthly attendance at Board Meetings.

School Supply Coordinator

Responsible for working with teachers to create and distribute school supplies lists for the upcoming school year (should be completed by the end of February). Create flyer and order form that includes order deadline and purchase amount. Also includes, ordering, entering orders on spreadsheet, provide lists of students that purchased school supplies to teachers the week before school starts and delivery of the school supplies to classrooms. If selecting a pre-packaged supplies three (3) bids from companies is required. This position may also elect to order supplies in bulk if the intent is to serve as a fundraiser and sort out by total classroom count number and not per student.

General Mills Box Tops

Responsible for collecting box top labels, counting them and sending them in for points/money. Requires little to no volunteer hours at school; most work can be done from home. Forms may be added to the PTA packets that go home on Meet the Teacher Night.

The Following Positions are to work closely with President & 1st VP via Volunteer Coordinator:

Volunteer Coordinator (Works directly with President & 1st VP) **-VOTING POSITION**

Send out volunteer forms to all parents and keep track of what they have signed up to do. Announce volunteer and star volunteer of the month, provide write-up in newsletter and personalized names for the appropriate parking spaces. Coordinate with Grade Level Chairs to maintain the Staff preference binder. Maintain continuous communication with Grade Level Chairs through monthly meetings. Attends monthly luncheon with President, Principal and/or Vice Principal. Coordinates 1-2 Meet & Greet Playground get together(s) for upcoming parents and their families so they can get to know each other before the school year begins. Ensures that teachers have the volunteers they need to begin the school year, teacher banners are printed, laminated and hung above classroom doors, etc. This is a yearlong, ongoing time commitment requiring significant hours. This is a voting position and requires monthly attendance at Board Meetings.

Volunteer Coordinator Assistant **-VOTING POSITION**

Assist Volunteer Coordinator in various areas as needed and serve as Specials Coordinator. Organize a committee that will assist the specials (PE, Music, AIM, Alpha Phonics, Resource, Art, Library) teachers with copying, bulletin boards, Lunch Bunch lunches and other school events. This is a voting position and requires monthly attendance at Board Meetings.

Kindergarten Lead/Co-Lead Coordinator

Organize and help set up homeroom committees. Work closely with teachers and committees to help plan and organize classroom winter and end of school parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Includes: Hallways: Hallways are assembled and or changed 3 times a year; the more volunteers you get the easier is (hallways are done and/or changed before Meet the Teacher, again in November or December and one last time before Open House and VIP day). Notify parents about teachers' birthdays. The idea is for PTA to notify families and make sure if, you as a lead, decide to celebrate a teachers birthday one way that it is consistent for the remaining teacher birthdays (ie: decorate a door, request someone to bring breakfast, lunch, sonic drink, etc). Attend (at least 1 co-lead per grade level) monthly lead meetings. This meeting is usually on a Friday at 9AM (subject to change). The purpose of this meeting is to discuss current happenings and see what needs to be communicated and actions to be taken for the upcoming weeks. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility

and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.

Organize a group to assemble the first day of school kindergarten care kits.

1st Grade Lead/Co-Lead Coordinator

Organize and help set up homeroom committees. Work closely with teachers and committees to help plan and organize classroom winter and end of school parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Includes: Hallways: Hallways are assembled and or changed 3 times a year; the more volunteers you get the easier is (hallways are done and/or changed before Meet the Teacher, again in November or December and one last time before Open House and VIP day). Notify parents about teachers' birthdays. The idea is for PTA to notify families and make sure if, you as a lead, decide to celebrate a teachers birthday one way that it is consistent for the remaining teacher birthdays (ie: decorate a door, request someone to bring breakfast, lunch, sonic drink, etc). Attend (at least 1 co-lead per grade level) monthly lead meetings. This meeting is usually on a Friday at 9AM (subject to change). The purpose of this meeting is to discuss current happenings and see what needs to be communicated and actions to be taken for the upcoming weeks. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.

2nd Grade Lead/Co-Lead Coordinator

Organize and help set up homeroom committees. Work closely with teachers and committees to help plan and organize classroom winter and end of school parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Includes: Hallways: Hallways are assembled and or changed 3 times a year; the more volunteers you get the easier is (hallways are done and/or changed before Meet the Teacher, again in November or December and one last time before Open House and VIP day). Notify parents about teachers' birthdays. The idea is for PTA to notify families and make sure if, you as a lead, decide to celebrate a teachers birthday one way that it is consistent for the remaining teacher birthdays (ie: decorate a door, request someone to bring breakfast, lunch, sonic drink, etc). Attend (at least 1 co-lead per grade level) monthly lead meetings. This meeting is usually on a Friday at 9AM (subject to change). The purpose of this meeting is to discuss current happenings and see what needs to be communicated and actions to be taken for the upcoming weeks. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.

3rd Grade Lead/Co-Lead Coordinator

Organize and help set up homeroom committees. Work closely with teachers and committees to help plan and organize classroom winter and end of school parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Includes: Hallways: Hallways are assembled and or changed 3 times a year; the more volunteers you get the easier is (hallways are done and/or changed before Meet the Teacher, again in November or December and one last time before Open House and VIP day). Notify parents about teachers' birthdays. The idea is for PTA to notify families and make sure if, you as a lead, decide to celebrate a teachers birthday one way that it is consistent for the remaining teacher birthdays (ie: decorate a door, request someone to bring breakfast, lunch, sonic drink, etc). Attend (at least 1 co-lead per grade level) monthly lead meetings. This meeting is usually on a Friday at 9AM (subject to change). The purpose of this meeting is to discuss current happenings and see what needs to be communicated and actions to be taken for the upcoming weeks. Coordinate with teachers on

events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.

4th Grade Lead/Co-Lead Coordinator

Organize and help set up homeroom committees. Work closely with teachers and committees to help plan and organize classroom winter and end of school parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Includes: Hallways: Hallways are assembled and or changed 3 times a year; the more volunteers you get the easier is (hallways are done and/or changed before Meet the Teacher, again in November or December and one last time before Open House and VIP day). Notify parents about teachers' birthdays. The idea is for PTA to notify families and make sure if, you as a lead, decide to celebrate a teachers birthday one way that it is consistent for the remaining teacher birthdays (ie: decorate a door, request someone to bring breakfast, lunch, sonic drink, etc). Attend (at least 1 co-lead per grade level) monthly lead meetings. This meeting is usually on a Friday at 9AM (subject to change). The purpose of this meeting is to discuss current happenings and see what needs to be communicated and actions to be taken for the upcoming weeks. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.

5th Grade Lead/Co-Lead Coordinator

Organize and help set up homeroom committees. Work closely with teachers and committees to help plan and organize classroom winter and end of school parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Includes: Hallways: Hallways are assembled and or changed 3 times a year; the more volunteers you get the easier is (hallways are done and/or changed before Meet the Teacher, again in November or December and one last time before Open House and VIP day). Notify parents about teachers' birthdays. The idea is for PTA to notify families and make sure if, you as a lead, decide to celebrate a teachers birthday one way that it is consistent for the remaining teacher birthdays (ie: decorate a door, request someone to bring breakfast, lunch, sonic drink, etc). Attend (at least 1 co-lead per grade level) monthly lead meetings. This meeting is usually on a Friday at 9AM (subject to change). The purpose of this meeting is to discuss current happenings and see what needs to be communicated and actions to be taken for the upcoming weeks. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day.

In addition, this position is responsible for working with the 6th grade Co-Leads to coordinate 5th grade volunteers to help set-up, serve and tear down the 6th grade graduation reception.

6th Grade Lead/Co-Lead Coordinator

Organize and help set up homeroom committees. Work closely with teachers and committees to help plan and organize classroom winter and end of school parties. Create monthly calendar/schedule of volunteers to assist with daily and/or weekly classroom prep work, special projects as needed, etc. Communicates teacher's needs and/or problems to the Volunteer Coordinator and/or PTA. Work with volunteer coordinator on all PTA events that need grade level volunteers. Includes: Hallways: Hallways are assembled and or changed 3 times a year; the more volunteers you get the easier is (hallways are done and/or changed before Meet the Teacher, again in November or December and one last time before Open House and VIP day). Notify parents about teachers' birthdays. The idea is for PTA to notify families and make sure if, you as a lead, decide to celebrate a teachers birthday one way that it is consistent for the remaining teacher birthdays (ie: decorate a door, request someone to bring breakfast, lunch, sonic drink, etc). Attend (at least 1 co-lead per grade level) monthly lead meetings. This meeting is usually on a Friday

at 9AM (subject to change). The purpose of this meeting is to discuss current happenings and see what needs to be communicated and actions to be taken for the upcoming weeks. Coordinate with teachers on events and communicate with historian and photographers. Requires organization, follow-up, flexibility and people skills. This is a yearlong time commitment requiring volunteer hours, primarily during the school day. Additional Responsibilities include: *Collecting 6th grade party/expense money (this money covers 6th grade class shirt, winter and end of school party, 6th grade field day field trip and 6th grade graduation). *Class Shirts: Work with vendor to decide shirt design and color, obtain students shirt sizes, place order with vendor & distribute shirts to students. *Work with Gym Instructor & 6th grade teachers to coordinate the 6th Grade Field Day Field Trip (6th graders go off campus to have their own field trip away from school campus). *6th grade graduation: Includes securing facility through the Anderson Office Staff (past few years have been at Curtis Middle School gym and cafeteria), ordering cake and/or cupcakes for reception, decorations and supplies for ceremony & reception, schedule photographer, ceremony programs and slide show. *Work with 5th grade leads to ensure 5th grade parents coverage to assist with the 6th grade graduation reception (make sure everything is ready and serve cake and punch for reception). *Fundraising for George Anderson Scholarship Fund (\$500 scholarships are awarded to graduating seniors who attended Anderson Elementary via an application and essay process). Includes collecting cans once a month for "Cash for Cans", selling and assembling valograms, \$1 fun Fridays (crazy hat day, crazy socks, etc) smencil sales, etc. *Valograms: Coordinate volunteer schedule to sell assemble and distribute valograms. Money raised goes to the scholarship fund and 6th grade fundraising to assist in covering 6th grade expenses.

All Board Members are to update binder (and thumb drive if applicable) to the upcoming board meeting. This is done through a "Hand Off" meeting at the last board meeting of the school year if applicable to do so at that time (otherwise the hand off should happen over the summer no later than 7/15).

Retention of Funds:

A sum of at least \$3,000, plus enough to cover any known liabilities; will remain in the bank account at the end of the fiscal year for the following year.