

Executive Board

President:

- A. Shall be a general supervisor of all PTO business and preside over all meetings.
- B. Shall execute policies and principles that are deemed necessary to carry out the objectives of the organization with the assistance of the board and advice of the school administrators.
- C. Shall appoint committee chairpersons and a Parliamentarian.
- D. Shall perform other duties of board member when such board member is absent and an action needs to be accomplished which cannot be delayed until the board member's return or replacement.
- E. Shall countersign all checks authorizing expenditures in excess of \$300.00 of SAMS PTO funds.
- F. Shall organize sponsorships and donations committee for PTO fundraising events throughout school year.
- I. Shall issue letters or certificates of acknowledgement and thanks to all PTO sponsors and volunteers after each PTO fundraising or other activity.
- J. Shall be a liaison between the PTO and the community.
- K. Shall have final approval of the newsletter contents.
- L. Shall submit a memorandum for authorized signature card of checking account to the USAG-Y approving authority.
- M. Shall ensure that the PTO constitution and by-laws are upheld.
- N. Shall submit the appropriate fund-raising request forms to proper agency for processing 60 days prior to the event if being held on the USAG-Y community.
- O. Shall prepare binders including necessary documents such as constitution, by-laws, and regulations and policies for the board members.

Vice President:

- A. Shall perform duties of the President when president is absent or is unable to perform his/her duties.
- B. Shall be a committee member of a bi-annual review of the PTO constitution and by-laws.
- C. Shall serve as an advisor for any standing committee.

D. Shall serve as co-chairperson for fund-raising events during the school year.

E. Shall be responsible for any property of PTO.

Secretary:

A. Shall record and keep the minutes of all PTO meetings and monthly finance statements.

B. Shall distribute copies of minutes to all PTO board members and submit a copy of minutes and finance statements to the USAG-Y within a week after the meetings.

C. Shall make copies of the agenda and minutes available to the attendees at the monthly PTO meetings.

D. Shall be responsible for submitting audit report to the USAG-Y when needed.

E. Shall be responsible for all correspondence for PTO, as directed by the President and maintain a copy in the binder.

F. Shall notify PTO Board members at least a week in advance for all meetings and take R.S.V.P. for their attendance.

G. Shall update and maintain PTO annual calendar.

H. Shall maintain and distribute PTO board member contact information.

I. Shall submit board of directors to the USAG-Y.

J. Shall collect all the binders including After-Action Reports (AAR) from the board members, provide AAR copies to the president, and maintain copies in the secretary binder.

Treasurer:

A. Shall maintain financial records in accordance with the constitution and by-laws.

B. Shall safeguard all monies of the PTO, keeping a record of all receipts, disbursements, and other financial transactions.

C. Shall disburse funds only as authorized by the PTO board and general membership.

D. Shall execute, with the president's direction and with the SAMS PTO's name, all contracts and other instruments which have been approved by the board or membership.

E. Shall prepare a monthly financial statement and make copies available to the attendees at the monthly PTO meetings. Also, shall forward electronic copy to the president and secretary prior to the monthly meetings.

F. Shall report financial statement at the monthly meetings.

G. Shall serve as a committee member for all PTO fundraising events.

H. Shall establish annual budgets with the president and vice president, and present it at the first meeting of school year.

I. Shall be responsible for collecting money from each fund raising event and depositing money within 72 hours after the event.

J. Shall be responsible for purchasing fidelity bonding for the president, vice president, and treasurer as required IAW AR 210-22, Paragraph 3-2b.

K. Shall take an actual, physical inventory of apparel at the beginning of the school year, mid year, and at the end of school year with the apparel chairperson.

L. Shall arrange for an audit of PTO finance book with either an appointed committee of three PTO members who hold no office, or by a qualified auditor when there is a transition to a new treasurer or once every two years. A copy of all audits will be submitted to the president and the secretary.

M. Shall provide money handling procedure SOP to board members.

Parliamentarian:

A. Shall ensure that the SAMS PTO meetings are conducted by proper procedures as outlined in the constitution and by-laws. Robert's Rules of Order (newly revised) shall govern these procedures not covered by the constitution and by-laws.

B. Shall be chairperson for the nominating committee and the constitution and by-laws review committee.

Standing Committee

Volunteer Coordinator:

A. Shall identify areas where volunteers can be used with input from PTO Board and the faculty.

B. Shall maintain volunteer lists coordinating with the membership chairperson for the need of volunteers.

C. Shall recruit volunteers and assign them to appropriate PTO or school activities when needed.

- D. Shall ensure all volunteers register to Volunteer Management Information System.
- E. Shall maintain monthly volunteer hours and submit them to the Installation Army Volunteer Corps Coordinator.
- F. Shall nominate Volunteer of the Month, Quarter, and Year to the USAG-Y Installation.
- G. Shall express appreciation of volunteers in the PTO newsletters or initiate individual thank you letter to the volunteers after each volunteer activity.
- H. Shall organize Annual Volunteer Appreciation for all school volunteers in a special ceremony near the end of the school year.
- I. Shall prepare Certificate of Appreciation for the volunteers for Annual Volunteer Appreciation.
- J. Shall submit appropriate "volunteer" information and announcements to the publish chairperson for the PTO newsletter.

Hospitality Chairperson:

- A. Shall organize "Welcome Breakfast for the Faculty" and "Student Orientation" for the new students.
- B. Shall organize quarterly luncheon for the faculty on Teacher Workday.
- C. Shall plan and organize appreciation activities during Teacher Appreciation Week.
- D. Shall identify individuals who deserve a special recognition gift or cards (i.e. National Counselor's Week, Secretary's Day, Teachers' Birthdays, National Education Week) and make such arrangements.

Membership Chairperson:

- A. Shall prepare membership application forms.
- B. Shall maintain application forms and issue membership cards.
- C. Shall set up tables at Open House, Orientation day, Parent-Teacher Conference days, and any given opportunity days to recruit members.
- D. Shall organize refreshments at Open House for current and potential memberships.
- E. Shall plan and organize Tea with the principal for memberships twice per year.

F. Shall coordinate with the school secretary periodically for additional new comers and reach out them with membership application forms and welcoming letters.

G. Shall maintain a membership roster and provide a hard and electronic copy to the president and volunteer coordinator.

H. Shall publish membership directory by the end of November.

I. Shall be responsible for preparing cash turn-in voucher and submit it with collected membership fees to the treasurer for bank deposit in a timely manner.

Apparel Chairperson (School Spirit Wear):

A. Shall research vendor(s) for the apparel.

B. Shall research potential apparel sales items and submit to the board for approval.

C. Shall be responsible for keeping an accurate inventory at all times.

D. Shall take an actual, physical inventory at the beginning of the school year, mid year, and at the end of school year with the treasurer present.

E. Shall conduct the end of school year physical inventory jointly with the incoming apparel chairperson.

F. Shall maintain records of actual items sold.

G. Shall be responsible for preparing cash turn-in voucher and submit it with collected apparel sales money to the treasurer for bank deposit in a timely manner.

H. Shall be responsible for reordering items as needed within established budget.

I. Shall provide a hard and electronic copy of monthly apparel inventory sheet to the president.

J. Shall coordinate sales of apparel at appropriate school or PTO activities.

K. Shall prepare financial summary of apparel sales and report at the monthly meetings.

L. Shall be responsible for maintaining and security of apparel.

Fundraising Chairperson:

A. Shall be responsible for organizing and implementing Dawg House business and any approved PTO fundraising event.

B. Shall recruit committee members for each PTO fundraising event when needed.

C. Shall plan and execute quarterly fundraising events such as gift wrapping, running race, white elephant sales, and so forth.

D. Shall itemized income statement from each fundraising event and provide copies to the president and treasurer in a timely manner.

E. Shall be responsible for preparing cash turn-in voucher and submit it with collected fundraising money to the treasurer for bank deposit in a timely manner.

Publicity:

A. Shall be responsible for publishing all PTO events including monthly meetings to the community using all possible method (e.g. AFN, Morning Calm, SAMS Marquee, PTO Newsletter, E-mail, Banner, and so forth).

B. Shall publish PTO newsletter quarterly.

C. Shall post event schedules and pictures on the PTO Bulletin Board throughout school year.

D. Shall coordinate with school website responsible person for updating and posting any PTO new announcements.

BOX TOP Chairperson:

A. Shall organize the box tops program at the beginning school year.

B. Shall collect box top bi-weekly from each seminar class in coordination with the seminar teachers.

C. Shall send all the collected box tops to General Mills for processing and verification twice per school year; post mark by October 31st for earnings to be included on December 15th checks and by March 31st to be included on May 15th checks.

D. Shall report the number of collected box tops monthly to the SAMS PTO board members.

E. Shall maintain all necessary documents for the box top program and appropriate continuity files in a binder.

F. Shall coordinate recognition for the each grade class with the highest box top contribution each semester.

G. Shall announce the deadline of collection date for box tops program in the PTO newsletter and at the monthly meetings.