

Mark Twain PTO Board Descriptions



Executive Officers (Selected by Nominations Committee, per By-laws 4.2, 4.4)

The President shall be responsible for:

- setting the agenda for and presiding over general meetings and board meetings
- serving as a voting member of the Shared Decision Making Committee (SDMC) of Mark Twain
- serving as a liaison between parents, teachers, president of PTO and school principal
- voting on PTO matters in the case of a tie
- having signature authority on checks
- appointing the chairperson and one member of the Nominating Committee making every effort to foster a sense of community and teamwork within the PTO
- providing guidance and assistance to officers and directors to ensure each fulfills his or her obligations as set by the By-Laws and the Board
- presenting an annual report of the PTO's growth and programs to the membership at the General Parent Meeting

The First Vice-President (Teacher Appreciation) shall be responsible for:

- performing all the duties of the President in the President's absence
- attending meetings for parent representatives hosted by HISD School Board
- serving as liaison between teachers and PTO
- coordinating efforts with other school support groups
- coordinating teacher appreciation activities and gifts
- reviewing or auditing monthly bank statement, bank reconciliation, monthly balance sheet and income statement

The Second Vice-President (Membership) shall be responsible for:

- executing the annual PTO Membership drive and Friends and Family Campaign
- planning and implementing strategies to attain a goal of 100% parent and teacher participation
- maintaining an up-to-date roster of members and alumni
- co-chairing the annual school supply sale held the week before school starts in August with the VIPS director and School Store Director
- communicating information to PTO membership as necessary
- maintaining a database of volunteers and their talents (e.g. profession, interests, etc.)

The Third Vice-President (Recruiting) shall be responsible for:

- making every effort to recruit new students to the school
- serving as a liaison between new families and the school
- working closely with the Director of Community Relations and Director of Publicity to promote the school
- coordinating Fall Informational Coffee, Kindergarten Round-Up and other recruitment activities with the principal

The Fourth Vice-President (Fundraising) shall be responsible for:

- recruiting chairpersons for all fundraisers by July 1st
- presenting an annual fundraising plan to the membership at the General Parent Meeting
- attending fundraising planning meetings to ensure well-coordinated events

- developing a fundraising plan to be approved by the Executive Board by August 1st

The Treasurer shall be responsible for:

- keeping a record of all financial transactions
- collecting money and depositing it in the bank on a weekly basis
- having signature authority on checks and disbursing money as authorized by the Board
- working with the President, Fourth Vice-President, the Principal, and other Board members in preparing a budget for the PTO
- presenting a budget for the year at the September Board meeting to be voted on by Board members
- presenting a report of finances at each Board Meeting of the PTO

The Recording Secretary shall be responsible for:

- taking minutes of each meeting and distributing a copy to each member of the Board
- posting a copy of the minutes each month on the PTO bulletin board
- communicating to Board members about meetings and special events
- obtaining childcare for all general and PTO meetings
- collecting and preserving documents and reports of interest to the history of the PTO such as minutes of the meetings, a copy of the By-Laws, important articles, etc. kept in a yearly book for that purpose
- communicating with and thanking non-board parents who attend monthly PTO meetings

The two SDMC Representatives shall be responsible for:

- serving as voting members of the Shared Decision Making Committee ("SDMC") of Mark Twain for a period of two years
- presenting a report of PTO's events and member issues to the SDMC
- soliciting input quarterly from PTO members through red folders on issues to be voted on in SDMC
- providing results quarterly through red folders to PTO members
- presenting a report on the SDMC at each Board Meeting of the PTO

Directors (Nominated by PTO Membership at-large, per By-law 6.2)

Director of Arts Enrichment shall be responsible for:

- organizing school-wide extracurricular enrichment activities such as music, dance and theatre performances, cultural enrichment, speakers, and special needs programs
- acting as Art a la Carte chair and encouraging and training parents to teach lessons in the classroom
- collaborating with the International Festival committee

Assistant Treasurer shall be responsible for:

- working with the Treasurer to complete all necessary financial responsibilities
- preparing check disbursements on a weekly basis for all vendor payment, reimbursement and petty cash requests
- coordinating with the Treasurer for signature on all checks
- keeping accurate vendor payment and reimbursement files, including supporting invoices and signed PTO forms
- assisting Treasurer with bank deposits as needed

Director of Communication shall be responsible for:

- Preparing and maintaining an email listserv for the Mark Twain community
- Creating and distributing the weekly Twain Times
- Ensure all flyers or communication has been approved by Principal or PTO President

- Working closely with the Technology team and Director of Weekly Folders to make sure the appropriate information is displayed on webpage and in folders (if appropriate)
- Sending out email blasts to the community as needed

Director of Weekly Folders shall be responsible for:

- coordinate and lead Weekly Folder Communication each week
- remind Grade Level Reps to send notices to Room Parents about weekly folder communication responsibilities and information
- secure volunteers to assist with Weekly Folder communication
- Ensure all flyers or communication has been approved by Principal or PTO President
- train new volunteers to assist with Weekly Folder communication
- General communication to Webmaster about Weekly Folder events as well as entire Parent email list.

Director of Community Service shall be responsible for:

- developing programs and/or opportunities for parents and students to serve the greater community
- developing programs to support the community within the school
- enhancing the reputation of Mark Twain by improving community awareness of Mark Twain and its programs
- acting as a liaison to the John P. McGovern Library, YMCA and to the community through attendance at general Braeswood Place Homeowners Association meetings
- writing and sending written correspondence as appropriate

Director of Dads' Club shall be responsible for:

- meet, encourage and organize the Dads of Mark Twain to build community and provide support for the activities of the PTO.
- organize and implement the Haunted House and T-shirt Booth at Spooky Spaghetti
- organize and implement the Dads' Club Campout held on the school grounds in late Fall
- organize and implement the Pop-n-Kid Day in late Winter
- organize and implement the Jerry Cox Memorial Golf Tournament held in the Spring

Director of Student Directory shall be responsible for:

- selling directory advertisements by August 15th
- accumulating student/parent data by 2nd Friday of September
- printing and distributing the Student Directory by October 1st

Director of Dual Language shall be responsible for:

- working closely with the Director of VIPS, Director of Grade Level Representatives, and Grade Level Representatives to involve the Dual Language community in the PTO
- working closely with Dual Language teachers
- planning and implementing a Dual Language middle school principal panel for Mark Twain parents
- informing the PTO of any matters of importance to the Dual Language population
- arranging for Spanish translation of documents and interpreters as needed
- planning and implementing Dual Language meetings; recruitment, incoming kindergartners and the "What to expect this year in Dual Language"
- planning and implementing the Mark Twain Soccer Tournament

Director of Facilities shall be responsible for:

- supporting safe and clean school facilities
- presenting a yearly plan for beautifying of school grounds and facilities

Director of Hospitality shall be responsible for:

- planning and coordinating refreshments for PTO-sponsored events and other events as approved by the Board (e.g., fall informational coffee, end-of-year teacher luncheon)
- working closely with the Director of VIPS to solicit volunteers to provide and serve refreshments

Huckleberry Bash Chairs (2) shall be responsible for:

- planning, organizing and implementing the Huckleberry Bash, the school's annual auction, dance and dinner
- reports to VP of Fundraising and PTO President

Director of Library shall be responsible for:

- working with Book Fair Chair to organize the Book Fair
- partnering with the librarian to oversee the quality and condition of the library

Director of Middle School Liaison shall be responsible for:

- acting as a liaison between the PTO and area public middle schools
- plan and implement a middle school principal panel for Mark Twain parents
- provide information regarding area middle schools for Mark Twain parents
- plan 5th grade visit to Pershing Middle School

Director of Parent Education shall be responsible for:

- surveying and communicating with parents and teachers to determine the education seminars to provide
- planning and implementing 3 to 4 parent education seminars per school year
- providing handouts and follow up to parent education seminars
- advertising and encouraging parents to attend parent seminars

Director of Publicity shall be responsible for:

- organizing media coverage of Mark Twain's curriculum, special activities, student achievements and major PTO events
- writing an article each month for the Braeswood Place Homeowners Association's newsletter
- maintaining PTO bulletin board monthly

Director of Outdoor Garden and Science Classroom shall be responsible for:

- working with the school science teacher to determine the needs of the Garden and Science Classroom
- organizing and leading a committee that will plan, maintain and support the school Garden and Science Classroom
- Acting as a liaison between the school and the PTO to determine the needs of the school Garden and Science Classroom
- writing grants to support the needs and maintenance of the school Garden and Science Classroom

Director of School Store shall be responsible for:

- Preparing and maintaining inventory of clothing and school supplies for the School Store
- ordering supplies for the school supply sale that occurs in the beginning of the school year
- coordinating with the teachers and staff to determine the supplies needed for the students in the school store
- staffing the School Store
- coordinating with the Treasurer the reports for the school store

- co-chairing the annual school supply sale held the week before school starts in August with the Second Vice-President and the Director of VIPS

Spooky Spaghetti Chairs (2) shall be responsible for:

- planning, organizing and implementing Spooky Spaghetti, the school's annual community building fall festival and spaghetti dinner
- reports to VP of Fundraising and PTO President

Director of Technology shall be responsible for:

- acting as a liaison between the PTO and the Mark Twain Technology Committee
- soliciting software and hardware needs from faculty
- working with school technologist to provide technical support for classroom technology
- supporting technical needs of PTO
- Maintain and support the PTO website and online registration center

Director of Yearbook shall be responsible for:

- producing an annual yearbook available for purchase
- coordinating photographic documentation of school events throughout the school year
- distributing the yearbook by May 15th

Director of Grade Level Representatives/VIPS shall be responsible for:

- soliciting and contacting parents for each classroom, with the goal of every class having a room parent within 2 weeks of the start of the school year
- conducting orientation for Grade Level Representatives and room parents
- conducting regular communication to Grade Level Representatives
- coordinating volunteers for fall festival, spring auction, book fair, school supply sale, Art a la Carte, International Festival, teacher breakfast and art night
- seeking the community, seniors, and alumni volunteers as needed
- developing and implementing strategies for encouraging and rewarding volunteerism
- co-chairing the annual school supply sale held the week before school starts in August with the Second Vice-President and Director of School Store
- serving on the Nominating Committee
- coordinating and implementing end-of year volunteer recognition

Grade Level Representatives shall be responsible for:

- acting as a liaison between the PTO and the teachers of the grade they represent
- organizing through the room parents such activities as approved by the PTO, the teachers and the principal
- working closely with the Director of Grade Level/VIPS Coordinator in soliciting volunteers for the classrooms and extracurricular activities
- Communicating regularly through various forms including e-mail

Kindergarten Grade Level Representatives (2) shall be responsible for:

- Communicating regularly with parents to ensure a smooth transition into the Mark Twain Community
- Plan, organize and implement the summer "Welcome to Mark Twain" party for students entering Kindergarten
- Plan, organize and implement the popsicle social on the Saturday before school begins.
- Plan, organize and implement the Fall Kindergarten Welcome Pizza Party

Fifth Grade Level Representative (2) shall be responsible for:

- Plan, organize and implement the necessary fundraising efforts which include Birthday Grams to assist with end of the year celebration and graduation.

- Plan and organize and implement the end of the year celebration activities and graduation
- Plan, organize and secure volunteers to assist with daily Birthday Grams.
- Plan create and deliver 5th Grade T-shirts
- Coordinate and plan with Middle School Liaison to present a Middle School Principal Forum in the Fall.
- Coordinate and plan with the Middle School Liaison to plan for the 5th Grade tour of Pershing Middle School.