

Mark Twain PTO Board Roles and Responsibilities

(Amended & Approved February 2020)

Executive Officers (Selected by Nominations Committee, per Bylaws 4.2, 4.4)

The President shall be responsible for:

- setting the agenda for and presiding over general meetings and board meetings
- serving as liaison with the principal
- serving as a voting member of the Shared Decision Making Committee (SDMC) of Mark Twain
- representing the Twain PTO at HISD meetings including School Board meetings
- working with the school Principal, PTO Treasurer and other Board members in preparing the annual budget for the PTO
- voting on PTO matters in the case of a tie
- having signature authority on checks
- making every effort to foster a sense of community within the PTO
- encouraging teamwork
- providing guidance and assistance to officers and directors to ensure each fulfills his or her obligations as set by the Bylaws and the Board
- presenting an annual report of the PTO's state and programs to the membership at the General Parent Meeting
- appointing the chairperson, the Third Vice President and one member to the Nominating Committee
- coordinating efforts with other school support groups

The President Elect shall be responsible for:

- performing all the duties of the President in the President's absence
- assisting the President
- overseeing new student orientation and the Back to School Rumble
- training under the President in preparation for assuming the role of President after serving one year as President-Elect
- overseeing the transition of board positions

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

- coordinating teacher and staff appreciation activities and gifts
- coordinating appreciation activities for non-classroom teachers with the Third Vice-President (Volunteer and Grade Level Coordination)

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

- executing the annual PTO Membership drive ("Friends and Family Campaign")
- planning and implementing strategies for encouraging membership to attain a goal of 100% parent and teacher participation
- maintaining an up-to-date roster of members and alumni

- co-chairing the annual Back to School Rumble held the week before school starts in August with the Third Vice-President (Volunteer and Grade Level Coordinator) and School Store Director under the direction of the President-Elect
- working with the Director of Directory to coordinate membership recognition
- communicating information to PTO membership as necessary

The Third Vice-President (Volunteer and Grade Level Coordination) shall be responsible for:

- 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 under the direction of the President Elect to coordinate volunteer and registration solicitation booths
- coordinating a volunteer information session at the beginning of the school year where opportunities are explained and chair people can recruit volunteers
- 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
- maintaining a database of volunteers and their talents (e.g. profession, interests, etc.) with the assistance of the Director of Directory
- conducting orientation for Grade Level Representatives and room parents
- conducting regular communication to Grade Level Representatives
- coordinating volunteers for PTO events including fall festival, spring auction, book fair, school supply sale, International Festival, teacher breakfast, art night, and math and science night
- seeking the community, seniors, and alumni as volunteers as needed
- developing and implementing strategies for encouraging and rewarding volunteerism
- serving on the Nominating Committee
- coordinating and implementing end-of-year volunteer reception
- coordinating Kindergarten Round Up

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

- recruiting chairpersons for all fundraisers by July 1
- developing a fundraising plan to be approved by the Executive Board by August 1st
- presenting an annual fundraising plan to the membership at the General Parent Meeting
- attending fundraising planning meetings to ensure well-coordinated events
- overseeing budgets for all fundraising events and activities
- working with the President and Fifth Vice President to set the budget for the year
- presenting fundraising updates to the PTO Board at mid-year and year-end

The Fifth Vice-President (Corporate Sponsorship) shall be responsible for:

- executing the annual Corporate Sponsorship fundraising drive starting in July
- maintaining an up-to-date database of corporate sponsors and contacts, history of donations, and potential in-kind donations
- coordinating with the Second Vice-President (Membership) to ensure families with small businesses are aware of all sponsorship options
- working with the President and Fourth Vice President to set the budget for the year
- coordinating recognition for Corporate Sponsors throughout the year

The Sixth Vice-President (Communications) shall be responsible for:

- Coordinates each area of communications for the PTO including information posted on the PTO website, in the weekly e-newsletter, on social media to include Facebook and Instagram, submitted to local news sources and added to the TV monitor in the rotunda.
- Along with the VP for Volunteers and Grade Level Reps, coordinates emails from grade level reps to room parents as needed.
- Oversees the publication of the Yearbook and Directory.
- Oversees the payment for LivingTree software as necessary.
- Along with the VP of Fundraising, oversees the addition of information to the school marquee.
- Helps develop or revise submission guidelines for each area of communications as needed.

The Treasurer shall be responsible for:

- keeping a record of all financial transactions in the accounting system (Quickbooks)
- collecting money and depositing it in the bank on a weekly basis
- coordinating with the PTO store directors to record monthly credit card sales and with the Technology director to record monthly on-line credit card sales
- having signature authority on checks and disbursing money as authorized by the Board
- working with the President, the Principal, and other Board members in preparing the annual budget for the PTO
- presenting the annual budget at the September Board meeting to be voted on by Board members
- presenting a monthly and YTD budget to actual report of finances at each Board Meeting of the PTO
- preparing monthly bank reconciliations of the operating and MMA cash accounts
- reviewing monthly credit card transaction fee statements and completing the annual compliance certificate
- serving as a member of the Strategic Planning Committee
- working with the Audit and Compliance Committee to ensure all federal and state tax returns are filed in a timely manner (IRS Form 990 is due by May 15th of each year)

The Recording Secretary shall be responsible for:

- taking minutes of each Board 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 for meetings and special events
- obtaining babysitters for general and PTO meetings as needed
- 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
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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 PTO Board Meeting

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

7.1 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

7.2 Director of Bingo shall be responsible for:

- planning, organizing and implementing a Bingo Night
- secure prizes early in the school year for a raffle
- secure a permit from the State at least 60 days prior

7.3 Director of Birthday Grams shall be responsible for:

- planning, organizing and securing volunteers to assist with daily Birthday Grams prior to the start of the school year
- preparing Birthday Gram supplies prior to the start of the school year
- maintaining a database of Birthday Gram orders for the school year
- maintaining a weekly list of Birthday Grams housed in the PTO Workroom
- communicate with 5th grade teachers about the calendar rotation for student volunteers
- coordinate Birthday Gram deliveries with teachers and administration during testing periods and field trips

7.4 Director of Book Fair shall be responsible for:

- planning, organizing and implementing a Book Fair(s)
- organizing the Book Fair Family Night during the Fall Book Fair
- communicating to PTO community the purpose of funds raised
- coordinating the production of student book marks
- coordinating with school librarian and library liaison to select appropriate books for sale

7.5 Director of Communication shall be responsible for:

- preparing and maintaining an email list for the Mark Twain community
- providing the Mark Twain community with a method for being added to the email list
- creating and distributing the weekly Twain Times
- maintaining an archive of past Twain Times articles available from the PTO website
- ensuring all flyers or communication has been approved by Principal or PTO President
- working closely with the Technology team and Director of Weekly Communication 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

7.6 Director of Community Outreach shall be responsible for:

- 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 attending general Braeswood Place Homeowners Association meetings
- developing programs to support the community within the school
- developing programs and/or opportunities for parents and students to serve the greater community
- writing and sending written correspondence as appropriate

7.7 Director of Cultural Exchange shall be responsible for:

- acting as a liaison between the PTO and the International community
- organizing the International Potluck dinner (Fall) and International Festival (Spring)

7.8 Director of Dads' Club shall be responsible for:

- meeting, encouraging and organizing the fathers of Mark Twain to build community and provide support for the activities of the PTO
- managing the Haunted House and Memento Booth (shirts, pins, etc.) at the fall carnival
- managing other Dads' Club activities as needed

7.9 Director of Dual Language shall be responsible for:

- working closely with the Director of Volunteers and Grade Level Coordinator to involve the Dual Language community in the PTO
- working closely with Dual Language teachers
- working with Middle School Liaison to coordinate Middle School Panel that includes Dual Language middle school options 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" meeting
- planning and implementing the Mark Twain Soccer Tournament

7.10 Director of Education Enrichment for Art shall be responsible for:

- organizing school-wide extracurricular enrichment activities such as Young Audiences Performances, cultural enrichment, speakers, and special needs programs
- acting as (or recruiting) an Art a la Carte chair to be responsible for encouraging and training parent volunteers throughout the year, coordinating with each grade level regarding the content of the monthly lessons, ensuring that there are sufficient supplies to teach the lessons, ensuring the quality of the supplies and if they are returned, providing examples for each lesson, making sure all materials are orderly and easily accessible for the volunteers, and being available to assist all classroom volunteers
- assisting in securing volunteers and helping to organize Art Night with art teacher

7.11 Director of Educational Enrichment for Math and Science shall be responsible for:

- organizing school-wide extracurricular enrichment activities such as Math Club, Math Olympiads, etc. as requested
- assisting the science teacher in coordinating volunteers to assist with Science Fair as needed
- coordinating Math and Science Night(s) to provide a fun and interactive way for kids to experience how math and science are all around us
 - Solicit volunteers to develop and run activity tables and welcome center
 - Solicit activities provided by outside groups such as local museums, NASA, etc.
 - Solicit corporate contributions and grants to offset expenses
 - Coordinate logistics (table setup, vendors, pavilion lighting, ...) with plant manager, extended day manager and school administration
 - Market and advertise the event with signs, Twain Times, website, announcements
 - Oversee the event including welcome stations, volunteer coordination, table signs, programs

7.12 Director of Facilities shall be responsible for:

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

7.13 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, board meetings, end-of-year teacher luncheon)
- working closely with the Director of Volunteers and Grade Level Coordinator to solicit volunteers to provide and serve refreshments
- working with Director of Volunteers and Grade Level Coordinator on volunteer appreciation efforts

7.14 Director of HISD Liaison shall be responsible for:

- acting as a liaison between the PTO and HISD
- representing the PTO at HISD Board of Education District V Leaders meetings, town hall meetings and other meetings as necessary and reporting new information to the PTO
- arranging a visit by the District V Trustee to at least one PTO meeting and publicizing the visit to the PTO community

7.15 Huckleberry Bash chair(s) shall be responsible for:

- planning, organizing and implementing the Huckleberry Bash, the school's annual auction, dance and dinner
- presenting a budget to the VP of Fundraising and PTO President and providing regular budget updates
- reporting to the VP of Fundraising and PTO President

7.16 Director of Library Liaison shall be responsible for:

- working with the Book Fair chair to organize the Book Fair
- partnering with the staff to oversee the quality and condition of the library
- organizing volunteers to support running the library

7.17 Director of Middle School Liaison shall be responsible for:

- acting as a liaison between the PTO and area public middle schools
- planning and implementing a middle school principal panel for Mark Twain parents (working with Dual Language director to include Dual Language public middle school options as well)
- providing information regarding area middle schools for Mark Twain parents
- planning 5th grade visit to Pershing Middle School

7.18 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

7.19 Director of Publicity shall be responsible for:

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

7.20 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 of maintenance of the school Garden and Science Classroom

7.21 Director of School Rewards and Spirit Events shall be responsible for:

- soliciting businesses to hold spirit events to benefit Mark Twain throughout the year in conjunction with school-wide events when possible
- coordinate publicity for the events with the VP Communications and event chairs when necessary and coordinate receipt of the gift in coordination with the Treasurer.
- coordinate the collection and submission of physical or virtual Box Tops and the communications to parents about collection dates and procedures.

- coordinate the school rewards programs through local grocery stores and communicate with parents about the requirements

7.22 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 Third Vice-President under the direction of the President Elect

7.23 Spooky Spectacular chair(s) will be responsible for:

- planning, organizing and implementing Spooky Spectacular, the school's annual community building fall festival, spaghetti dinner and fundraiser
- presenting a budget to the VP of Fundraising and PTO President and providing regular budget updates
- reporting to the VP of Fundraising and PTO President

7.24 Director of Student Directory shall be responsible for:

- selling directory advertisements by August 15th
- accumulating student/parent data by 2nd Friday of September
- working with Third Vice President (Volunteers and Grade Level Representative Coordination) to maintain a database of potential volunteers and their talents and interests
- working with the Second Vice President (Membership) and Fifth Vice President (Corporate Sponsorship) to ensure proper recognition
- printing and distributing the Student Directory by October 1st

7.25 Director of Technology shall be responsible for:

- supporting technical needs of PTO functions
- maintaining the PTO website and online payment systems
- coordinating with board members and event leaders to provide current and relevant information on the PTO website

7.26 Director of Weekly Communication Folders shall be responsible for:

- coordinating and leading Weekly Folder Communication each week
- ensuring all flyers or communication has been approved by Principal or PTO President
- reminding Grade Level Reps to send notices to Room Parents about weekly folder communication responsibilities and information
- coordinating with Room Parents to ensure volunteers to assist with weekly folder communication (as necessary)
- training new volunteers to assist with weekly folder communication (as necessary)
- coordinating general communication to webmaster about weekly folder events as well as entire Parent email list

7.27 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

7.28 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 Volunteer and Grade Level Coordinator in soliciting volunteers for the classrooms and extracurricular activities
- organizing classroom socials through room parents for each grade level by the end of December
- implementing the production of classroom creation activities for the spring auction through volunteers
- communicating regularly through various forms including email

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

- coordinating summer play dates for incoming kindergarten students
- communicating regularly with parents to ensure a smooth transition into the Mark Twain community
- planning, organizing and implementing the summer “Welcome to Mark Twain” popsicle social on the Saturday before school begins for students entering Kindergarten and new students entering first grade
- planning, organizing and implementing the Fall Kindergarten Welcome Pizza Party
- planning, organizing and implementing the Kinder Thanksgiving Feast

Fourth Grade Level Representative shall be responsible for:

- working with IB coordinator, VP of Fundraising and 4th grade classes on coordinating fundraising and PR efforts for the Adopt-A-Monument program
- working with IB coordinator and PE coach to help plan, organize, coordinate and promote Field Day as necessary

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

- planning, organizing and implementing the necessary fundraising efforts, in coordination with the VP of Fundraising, to assist with the end of year celebration and promotion ceremony
- planning, organizing and implementing the end of the year celebration activities and promotion ceremony
- planning, creating and delivering 5th grade t-shirts
- coordinating and planning with Middle School liaison to present a Middle School Forum in the Fall
- coordinating and planning with the Middle School liaison to plan for the 5th Grade tour of Pershing Middle School

Audit and Compliance Committee—

- comprised of 3 representatives from the Mark Twain Elementary community appointed by the Executive Board and approved by the PTO Board for a term of one year with a limit of

no more than two consecutive years.

- responsible for providing oversight to the PTO's federal and state financial and tax compliance; and performing an annual audit of the PTO's financial records, which includes reviewing and analyzing:
 - monthly bank statements and reconciliations
 - financial statements (P&L and Balance Sheet)
 - budget to actual variance reports
 - material vendor payments and deposit records