



Parent Teacher Organization 2023-2024 School Year

PTO Board Positions:

1. Two (2) Co-Presidents
2. Four (4) Vice Presidents
(Community Relations, Special Programs, Student Enrichment, Fundraising)
3. One (1) Secretary
4. One (1) Treasurer
5. One (1) Staff member, appointed by Faculty

Co-Presidents Duties:

- Preside at all meetings of the PTO;
- Serve as ex-officio members of all committees;
- Coordinate work of the Officers and committees of the PTO in order that the purposes of the organization may be promoted;
- Appoint or dissolve special committees when and where necessary;
- Sign and execute all contracts, agreements or other obligations in the name of the ICSATLANTA PTO, as authorized by the board;
- Perform such other duties as may be provided for by the bylaws, as directed by the board.

Secretary Duties:

- Create, post, and send agendas for PTO board meetings and PTO membership meetings;
- Record the minutes of each board meeting as well as each general membership meeting or any special meeting;
- Distribute printed and/or emailed copies of the minutes of the previous meeting within two (2) weeks of the general meeting/executive board meeting;
- Maintain documents in an accessible repository for all board members to access;
- Maintain an accurate membership list;
- Have a current copy of the bylaws readily available;
- Have minutes from previous meetings for reference at each meeting;
- Determine the presence of a quorum prior to any business being conducted;
- Call the meeting to order in the absence of the Co-Presidents and preside until a temporary chair is elected;
- Work with board members to gather content and Send out a Newsletter to PTO members (via MailChimp) in the months when no Membership meeting takes place;
- Write blurbs from the PTO to be included in the school e-blast;
- Perform any other duties as may be provided by the bylaws, or directed by the Co-Presidents, or the board.

Treasurer Duties:

- Keep such permanent books of account(s) and records, sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection, by any member of the PTO in good standing, who has made a written request to view the books of accounts and records;
- Have custody of the funds of the PTO;
- Maintain a full account of the funds of the PTO;
- Reconcile the bank statements monthly and have the reconciliation statements reviewed, signed and dated by two officers of the board;
- Maintain documents in an accessible repository for all board members to access;
- Perform such other duties as may be provided for by the bylaws, or directed by the Co-Presidents, or by the board.

Vice-Presidents General Duties:

- Act as aides to the co-presidents;
- Perform the duties of the co-presidents in their absence;
- Coordinate the work of all members and committees serving within the area of each Vice President's responsibility and report back to the general membership regarding the progress and issues with each area of responsibility;
- Perform such other duties as may be provided by the bylaws, or directed by the co-presidents, or by the board.

VP of Community Relations May Be Asked To:

- Maintain the PTO Website by publishing up to date content and working with the website developer as needed;
- Maintain social media accounts by acting as moderator and posting content as needed;
- Maintain and grow the ICSAtlanta PTO Business Directory;
- Offer hospitality to new incoming families throughout the year:
 - Prepare welcome package to welcome new families to the school
 - Distribute welcome package at Open House and individually to new families throughout the year
- Offer in-reach hospitality: when a staff member gets married, loses a family member, has a baby or other important event in his/her life, send a card and/or gift from the PTO.

VP of Special Programs May Be Asked To:

- Organize August & January Welcome Back breakfasts for teachers and staff;
- Conduct an "About Me Survey" to gather info on each staff member's favorite things and have the survey results published on the PTO website;
- Coordinate monthly or quarterly luncheons/snacks for teachers and staff;
- Plan and communicate daily activities for Spring Teacher Appreciation Week;
- Plan wellness related activities (e.g., facilitate committee for "Run the World with ICSAtlanta 5K/Fun Run");
- Oversee the Watch D.O.G.S. (Dads of Great Students) Program. *On hold until further notice*

VP of Fundraising May Be Asked To:

- Encourage the school body to sign up for annual PTO membership (\$20 parents, \$10 staff);
- Establish a calendar of fundraising events prior to the beginning of the school year;
- Schedule and oversee monthly Spirit Nights at local businesses (not necessarily limited to Roswell/Alpharetta);
- Promote and send messages of fundraising events;
- Secure volunteers to help at fundraising events;
- Promote Soft Fundraising and Education Rewards (Box Tops, Publix, Kroger, etc...);
- Work with the VP of Special Programs to facilitate "Run the World with ICSAtlanta 5K/Fun Run,"
- Facilitate and/or participate on the committee for the PTO Virtual Silent Auction;
- Coordinate any other Fundraising Event throughout the school year, such as Family Photo Shoot and/or Used Uniform Sales.

VP of Student Enrichment May Be Asked To:

- Oversee a Room Parent Coordinator, who maintains the room parent list;
- Distribute school and PTO emails to Room Parent Coordinator to distribute to K-5 classroom room parents;
- Facilitate or participate on a Teacher/Staff Grant Committee, who will:
 - Prepare a Teacher Grant Application for distribution to school staff
 - Review grant requests after they have been pre-screened by school administration
 - Present requests to the larger PTO board for approval
 - Work out the logistics of purchasing and delivering items that have been board approved;
- Maintain restroom supply baskets for teachers & staff at both Lower Campus and Upper Campus;
- Arrange centerpieces for "Lunch with Your Child" at both Lower Campus and Upper Campus;
- Assist the school counselors with school incentive programs the PTO Board agrees to fund, such as the Middle School Rewards Program;
- Facilitate programs geared toward student enrichment, such as *Six Flags Read to Succeed Program*;
- Be a member of any PTO committee that involves student extracurricular activities, such as school dances.

NOTE: Final distribution and assignments of tasks, as well as number of persons in each position, is decided by the board.