

**Geneva Middle School South PTO
Executive Board Positions and Committee Descriptions
2019-20 School Year**

Executive Board

The PTO Executive Board transacts business of the organization, approves and manages the PTO budget, and guides and supports the work of the committees deemed necessary to promote the PTO's purposes. In between regular PTO meetings, the Executive Board administers the affairs of the PTO. (TC is abbreviation for Time Commitment.)

President/Co-Presidents

The president presides at all Executive Board meetings and general PTO Board meetings of the organization and is a member ex-officio of all committees, is a school representative at the District 304 Joint PTO Council meetings and performs all other duties pertaining to that office. TC: *Prior to start of school more time is required, time commitment during school year averages 3-4 hrs month.*

Vice President/Co-Vice Presidents

The vice president assists the president as needed and assumes the president's responsibilities in the absence of the president. The vice president represents GMSS on the Joint PTO Council. The vice president assumes the president position the following school year. TC: *Prior to start of school more time is required, time commitment during school year averages 3-4 hrs month.*

Treasurer

The treasurer receives all monies of the organization, keeps accurate record of receipts and expenditures, and pays out funds as authorized. The treasurer prepares and presents a proposed budget at the first school year PTO Board meeting for approval. Treasurer presents updated budget information at remaining Executive Board and general PTO meetings. Prepares information for the tax preparer and oversees that taxpayer meets deadlines. TC: *averages 1-2 hours/week, prior to start of school more time is required as budget is confirmed.*

Assistant Treasurer

The assistant treasurer receives training by the treasurer on the duties and responsibilities of the treasurer. Much of the training occurs through attendance at the PTO meetings where the assistant treasurer observes the cyclical nature of the treasurer role. The assistant treasurer represents the treasurer at PTO meetings, if the treasurer is absent for any reason. Oversees sports concession sales cash box and money. The assistant treasurer helps the treasurer as needed. The assistant treasurer assumes treasurer role the following school year. TC: *½ hour/week.*

Secretary

The secretary attends the quarterly general PTO meetings. The secretary keeps and records the minutes of all general PTO meetings. The secretary is responsible for all correspondence, notices and other such duties as may be delegated. TC: *4 meetings (1-2 hours per meeting) and four published minutes (about one hour each). TC: 10 hours /school year.*

PTO Committees

Our PTO committees plan and execute various PTO events and functions throughout the school year. Each committee consists of one to three chairpersons who plan activities and coordinate committee volunteers. Committee chairpersons also communicate the status of their committee at the PTO meetings and in a report to the president for the PTO executive board meetings. (TC is abbreviation for Time Commitment.)

6th Grade Jivin' Geneva

Coordinate chaperones and refreshments for the three 6th grade Jivin' Genevas held each year. Chairperson TC: 1-2 hours per event organizing chaperones and snacks, working events 3:15 - 5:15. Chaperones TC: 3:15-5:00 p.m. 3/year.

7th/8th grade Jivin' Geneva

Coordinate chaperones and refreshments for the two 7&8th Grade Jivin' Genevas and the one 7&8th Grade Spring Dance held each year. Chairperson TC: 1-2 hours per event organizing chaperones and snacks, working events 3:15 – 5:15. Chaperones TC: 3:25 – 5:00p.m. /2 year, Spring Dance 5:45 – 8:15p.m. /1 year.

8th Grade End-of-Year Activities

Plan and organize, along with the chair from GMSN, the end-of-year 8th grade dance and pool party. Chairperson TC: approximately 8 hours. Committee volunteers TC: *3-6 hours*.

Bake Sale

Coordinate the sale of donated baked goods for the 6th grade play, the variety show, and the 7/8th grade musical. Chairperson TC: 3-4 hours lining up bakers and volunteers to work the events. At the event set up table, drinks cooler and price items. Committee volunteers TC: *2 hours/event*.

Box Tops

Coordinate the promotion, collection and submission of General Mills Box Tops for Education to raise funds for the PTO. Also create bags for each team's random winner of Box Tops submissions (24 per year). Provide the GMSS secretaries with the list of the student winners and their prize bags. Box Tops collection occurs four times a year. Chairperson TC: *4 hours/collection; 16 hours/year*.

Honors Recognition

Work with the GMSS secretaries to send out certificates for the students who achieved High Honor or Honor Roll status. The secretaries send the students' names to the printer. The chair picks up finished certificates, student lists and address labels from the school office. Write and prints letter sent with the certificates. Coordinate the bulk mailing through paperwork and going to the St. Charles Post office. This committee requires five people. Co-chair TC: *3 hour/trimester; 9 hours/school year*. Sorting and stuffing envelopes volunteer TC: *2 hours/trimester*.

Hospitality

Coordinate and provide refreshments for 6th Grade Open House, Back-To-School Night, the New Teacher Welcome, teacher dinner during fall conferences, 5th Grade Parents Night and Staff Appreciation Week. Committee members help bake and serve for these various events. Chairperson TC: Approximately 12 hours/ year. Committee member TC: *about 2 hours/event*.

PE Uniforms

Inventory, order and distribute PE uniforms during open houses/locker set-ups at the beginning of the school year and as needed during school year. Coordinate committee volunteers for PE distribution held in August. Chairperson TC: *8 hours/year*. Co-Chair TC: *4 hours/year*. Distribution Volunteer in August TC: *2 hours/event*.

Spirit Wear

Purchase, inventory, and manage spirit wear items throughout the year. Coordinate volunteers to sell spirit wear at various functions throughout the school year (6th Grade Open House, Locker Set-ups, 5th Grade Parent Night). Chairperson TC: *18 hours/year*. Committee Member TC: *3 hours/event*.

Sport Concessions

Purchase food/drink supplies for concession cart. Coordinate volunteers for concession stand set-up and sales. All sales take place during home indoor sporting events (volleyball, wrestling, plus girls and boys basketball). This committee is perfect for parents whose student is involved in sports. Girls Sports Purchasing Chairperson TC: *20-24 hours/school year*. Boys Sports Purchasing Chairperson TC: *24-30 hours/school year*. Adult Volunteer Schedule Chairperson TC: *10 hours/school year*. High School Youth Volunteer Schedule Chairperson TC: *10 hours/school year*. Committee Member TC: *about 2 hours/game or meet*.

Welcome Committee

Welcome and orient new GMSS families throughout the year via phone calls. Chairperson TC: *1 hour*.

PTO Representatives to Local Organizations

Representatives act as liaisons from our PTO and school to local school and youth-related community organizations. Facilitate communication between PTO and organization by reporting at PTO meetings or to PTO president and within the PTO newsletter.

Geneva Academic Foundation Representative

Representative attends bi-monthly Geneva Academic Foundation (GAF) meetings. The GAF is a not-for-profit foundation raising money to fund scholarships and grants benefitting students in the Geneva School District. TC: 10 hours/year.

Geneva Coalition for Youth Representative

Representative meets with parents and members from the park district, city, police and other schools to develop resources and programs promoting healthy life-style choices for our youth. This coming school year the group will focus on building the *Chick Chat* program. GC4Y hopes to expand the program to include 6th graders and reach more girls. Much of the work for the GC4Y can be done on own time with a minimal number of meetings planned closer to the program date. TC: 10-12 hours/year.

Music Boosters Representative

Representative attends monthly meetings of the Geneva Music Boosters. This group supports general, choral, and instrumental music programs, music teachers, and music students throughout our school district. TC: 14 hours/year.

General Helpers

Throughout the year parent volunteers assist with various projects and school activities. The corresponding staff, faculty, or PTO leaders will contact you when needed. Sometimes we need only three to five people for an area. However, we greatly depend on last-minute support helpers.

Book Fair Help

Assist the librarian with the annual book fair.

Bulletin Board Help

Display teacher or staff material on bulletin boards as needed.

Copy Crew

Help office staff or teachers with copying.

Last-Minute Support

Assist with events and activities at the “last-minute” when we are short-handed. Examples: baking, concession sales, picture day assistance, etc.

Library Help

Support the librarians as needed.

Locker Helpers

Aid students on the first and second days of school in the team centers and locker rooms with opening lockers as needed. Dads assist in the boys’ locker room and moms assist in the girls’ locker rooms. Males and females need to sign up.

Picture Day

Help with Picture Day in the fall.

Sewing Assistance

Aid with sewing projects when needed.

Vision and Hearing Screenings

Help nursing staff for a shift during the few days of screening.