

# Geneva Middle School South PTO 2023-2024 Executive Board Positions & Committee Descriptions

## **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.*

## **President**

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. This role can be shared between two co-presidents.

- Time Commitment: *Prior to the start of school more time is required, averaging 1-2 hours per week at times. The time commitment during the school year averages 3-4 hours/month.*

## **Vice President – OPEN POSITION**

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 and assumes the president position the following school year. This role can be shared between two co-vice presidents.

- Time Commitment: *Prior to the start of school more time is required, averaging 1-2 hours per week at times. The time commitment during the school year averages 3-4 hours/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 and presents updated budget information at remaining Executive Board and general PTO meetings. Collates information for the tax preparer and ensures all tax deadlines are met.

- Time Commitment: *Late summer & early fall (as budgets are solidified), 1-2 hours per week on average. Remainder of the school year, 3-4 hours/month.*

## **Assistant Treasurer – OPEN POSITION**

The assistant treasurer receives training by the treasurer on the duties and responsibilities of the treasurer. The assistant treasurer represents the treasurer at PTO meetings if necessary and oversees concession sales (cash box). The assistant treasurer helps the treasurer as needed and assumes the treasurer role the following school year.

- Time Commitment: *1-2 hours per month.*

## **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 delegated.

- Time Commitment: *1-2 hours per month.*

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### ***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, coordinate committee volunteers, and communicate the status of their committee to the PTO President.*

### **Bake Sale**

Coordinate the sale of donated baked goods for the 6<sup>th</sup> grade play, the variety show, and the 7<sup>th</sup> & 8<sup>th</sup> grade musical and other times when bakers are needed.

- Time Commitments
  - *Chairperson*: 3-4 hours coordinating bakers and event volunteers.
  - *Committee Members*: Are put on an email list and sent an email asking them to bake and drop off items.

### **Hospitality**

Coordinate and provide refreshments for the following events:

- New Teacher Welcome Back after school event
- Fall Conference Teacher Dinner
- Staff Appreciation Week

All committee members bake and serve for their various assigned events.

- Time Commitments
  - *Chairpersons*: 2 hours per event (6 hours per year)
  - *Committee Members*: 2 hours per event

### **PE Uniforms**

Inventory, order and distribute PE uniforms during open houses and locker set-up days in the fall.

Chairperson will coordinate committee volunteers for the PE distribution held in August.

- Time Commitments
  - *Chairpersons*: 8 hours per year plus 2 hours per event
  - *Committee Members*: 2 hours per 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 including 6<sup>th</sup> Grade Open House, Locker Set-ups, & 5<sup>th</sup> Grade Parent Night

- Time Commitments
  - *Chairpersons*: 18 hours per year plus 2 hours/event
  - *Committee Members*: 2 hours per event

### **Sport Concessions**

Coordination and execution of concessions for home events for volleyball, wrestling and basketball.

This committee requires the following subcommittees with their own chairperson(s):

Boys Sports Chairperson(s)

Girls Sports Chairperson(s)

Volunteer Schedule Chairperson(s)

High School Volunteer Chairperson(s)

- Time Commitments
  - *Chairpersons*: 20-25 hours per year plus 2 hours per event.
  - *Committee Members*: 2 hours per event

### **8<sup>th</sup> Grade Year End Activities**

Coordinating with the GMSN chairperson to plan and organize the 8<sup>th</sup> grade dance and year end party.

- Time Commitments
  - *Chairperson*: 8 hours
  - *Committee Members*: 4-6 hours

**General Volunteer:**

As a general volunteer you do not have a specific commitment, rather you are put on an email list for certain events that happen during the year. Examples of these events can include helping with the book fair, being a copy person, being a locker helper on the first days of school, helping with vision screenings, and other similar events. When these events occur, an email goes out to the “general volunteers” to gather helpers for those events.

**The following activities exist during the year and a global email goes out asking for help.**

- **6<sup>th</sup> Grade Jivin’ Geneva:** Need help with chaperones and donations of refreshments.
  - **7<sup>th</sup>/8<sup>th</sup> grade Jivin’ Geneva:** Need help with chaperones and donations of refreshments.
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***PTO Representatives to Local Organizations***

*Representatives act as liaisons from GMSS & the PTO to local community organizations. These representatives facilitate communication between PTO and the organization by reporting at PTO meetings or to the PTO president.*

**Geneva Academic Foundation Representative**

The Geneva Academic Foundation (GAF) is a non-profit foundation funding scholarships and grants to District 304 students. The GAF representative attends bi-monthly meetings.

- Time Commitment
  - 10 hours per year.

**Music Boosters Representative**

The Geneva Music Boosters supports all music programs in District 304 (general, choral, and instrumental music) along with the music teachers and their students.

- Time Commitment
  - 15 hours per year.