

Geneva Middle School South PTO

2022-2023 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

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

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.*

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.

6th Grade Jivin' Geneva

Coordinate chaperones and refreshments for the three 6th grade Jivin' Geneva's

- Time Commitments
 - *Chairperson*: 1-2 hours per event organizing chaperones & snacks, 2 hours working events.
 - *Chaperones*: 2 hours per event.

7th & 8th grade Jivin' Geneva

Coordinate chaperones and refreshments for the two 7th & 8th Grade Jivin' Geneva's and one 7th & 8th Grade Spring Dance

- Time Commitments
 - *Chairperson*: 1-2 hours per event organizing chaperones & snacks, 2 hours working events.
 - *Chaperones*: 2 hours per event.

8th Grade Year End Activities

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

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

Bake Sale

Coordinate the sale of donated baked goods for the 6th grade play, the variety show, and the 7th & 8th grade musical.

- Time Commitments
 - *Chairperson*: 3-4 hours coordinating bakers and event volunteers.
 - *Committee Members*: 2 hours per event

Honors Recognition

Working alongside the GMSS secretaries to send out certificates for Honor Roll students. Certificates will be collated with lists and mailing labels. Envelopes will need to be sorted, stuffed, and mailed through the bulk mail system at the local post office. This is a five person committee with two co-chairs.

- Time Commitments
 - *Chairpersons*: 3-4 hours per trimester
 - *Committee Members*: 2 hours per trimester

Hospitality

Coordinate and provide refreshments for the following events:

- 6th Grade Open House
- Back-To-School Night
- New Teacher Welcome
- Fall Conference Teach Dinner
- 5th Grade Parents Night
- Staff Appreciation Week

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

- Time Commitments
 - *Chairpersons*: 2 hours per event (12 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 6th Grade Open House, Locker Set-ups, & 5th 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

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.*

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.

Book Fair Help

Assist the librarian with the annual book fair.

- Time Commitment
 - 2-3 hours per event.

Bulletin Board Help

Display teacher or staff material on bulletin boards as needed.

- Time Commitment
 - 2-3 hours per event.

Copy Crew

Help office staff or teachers with copying.

- Time Commitment
 - 2-3 hours per event.

Last-Minute Support

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

- Time Commitment
 - 2-3 hours per event.

Library Help

Support the librarians as needed.

- Time Commitment
 - 2-3 hours per event.

Locker Helpers

Aid students on the first and second days of school in the team centers and locker rooms with opening lockers as needed. Male and female volunteers are needed to help in both boys’ and girls’ locker rooms.

- Time Commitment
 - 2-3 hours per event.

Vision and Hearing Screenings

Help nursing staff for shifts on screening days.

- Time Commitment
 - 2-3 hours per event.