



SJNCS Parent Teacher Ministry Organization (PTMO) Responsibilities of Officers and Appointees

President: Jennifer Dzermejko
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Executive Committee

President:

- Preside over all general and executive board meetings
- Prepare agendas for all meetings
- Serve as primary contact to Administration
- Represent PTMO at all outside meetings
- Coordinate the work of other officers and committees, specifically with the school
- At start of year, seek volunteers for PTMO Chair positions and committee members
- Coordinate and set up quarterly speakers with pertinent information for parents.

Vice President:

- 2-year term (Vice President then President)
- Aide to President
- Coordinate the work of other officers and committees, specifically when relating to Community Outreach

Secretary:

- Handle correspondence of the PTMO
- Keep a copy of all records of the PTMO (bylaws, contracts, minutes, treasury reports, tax forms, audit reports, IRS documents, etc.)
- Provide a summary of each general meeting to be included in the Weekly Newsletter
- Maintain physical and electronic storage of current and archived materials in the PTMO file cabinet at SJNCS

Treasurer:

- 2-year term
- Receive all monies of the PTMO
- Keep accurate records of income/disbursements
- Pay all bills in accordance with the budget
- Present financial statement at each general meeting and when otherwise required
- Coordinate funding with Director of Development (Patrick Wade) as needed
- Prepare financial records for audits when needed

Staff Liaison:

- Appointed by Principal; PTMO Staff Member
- Records minutes at meetings
- Help to coordinate standing and special committees
- Assist Morale and Appreciation Chair with staff appreciation events
- Facilitate staff engagement with PTMO
- Attend PTMO meetings, as necessary and able

PTMO Committees and Chairs

Each committee will have a chairperson who oversees the committee. The role of the chair is to manage the responsibilities of the committee. Please see *Responsibilities of Committee Chairpersons* on the following page.

Campus Beautification:

- Coordinates the Fall and Spring "Beautify Campus Days."
- This committee distributes mulch to create new flower beds, plant flowers, and weed existing flower beds.
- Decorates the main entrance for Christmas, Easter, and First Communion weekend

Home Room Parents:

- Serves as liaison between teacher and parents, assists with classroom communication to enlist parents to participate in classroom events and activities.
- Helps to plan the class All Saints, Christmas and Valentine's Day parties
- Provide assistance to Mary Marlowe in creating the class art project for the auction

Morale & Appreciation:

- Organize and schedule staff appreciation opportunities through the year.
- Parents provide Wednesday treats for all school staff throughout the year.
- Teachers are treated to several luncheons which include fun door prizes and teacher gifts.
- Christmas luncheon is planned, consisting of many delicious dishes made by committee members.

Prayer and Good Works:

- Responsible for setting up Sign Up Genius for First Friday Adoration in the church or any other prayer chains as needed for families in need
- Coordinate with Room Parents for family specific needs (meal trains, gift cards, prayer bouquet, etc)
- Organizing a "project" for the entire school to complete during Catholic Schools Week (community outreach).
- The committee co-chairs may need additional help with these items throughout the year and will reach out to volunteers when the need arises.
- Coordinate & communicate volunteer opportunities to families and students.

Uniform Exchange Closet:

- Organize and oversee volunteer sign up throughout the year including summer and schedule staff appreciation opportunities through the year

Volunteer & Events Coordinator (this is position does not oversee a committee):

- Maintain a database of volunteers
- Give direction to chairperson as to scope and history of event
- Assist school admin and staff with finding volunteers for school events including: Harvesting for Him, Daddy Daughter Dance, Catholic Schools Week, Derby Auction, Field Day, etc.
- Create a schedule for Cafeteria Volunteers

RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS

The Executive Committee meets monthly to discuss the status of each committee, monitor committee budgets and make recommendations, discuss and plan involvement in service and fundraising events, and address new issues which may arise. It is not mandatory that committee chairs attend monthly meetings unless they are specifically asked to do so. Typically, they will report to the Parent Association Exec Committee several times before the event. In general, each chairperson will be responsible for the following:

- Provide leadership and communication to their committee.
- Organize their own committee meetings with notification to the appropriate parties including the PTMO, Development Director, Communications Director, Principal, and President.
- Develop and submit a budget with help of the PTMO Treasurer
- Clear all activities through appropriate channels.
- Provide updates for the monthly Executive Meetings to the Parent Association Vice President.
- Submit e-Newsletter requests to the Parent Association Secretary by Tuesday.
- Follow approved accounting procedures.
- Maintain a roster of volunteers and encourage volunteers to log their hours.
- Assist the school and Parent Association by supporting the various service and fundraising activities.
- Maintain appropriate confidentiality.
- Model courtesy, collaboration and Christian behavior in dealing with staff, volunteers and students.

*All positions are one year unless noted otherwise.