**PROCEDURE GUIDE**

**THOMAS MIDDLE SCHOOL PTA**

**EXECUTIVE BOARD MEMBERS**

The following guidelines have been compiled to assist each member of the board to understand the individual committees. These guidelines are to supplement the outline of the duties set forth in the Thomas Middle School PTA Bylaws and the PTA Handbook.

**General Directions for All Board Members**

You are an important and necessary part of the Thomas PTA.

1. The first responsibility of every Board member is to support and be a part of the total PTA program and to become familiar with the objects and policies of Illinois PTA and the purposes of National PTA and the Thomas PTA Bylaws, which are in your procedure book.

2. Each chairperson should make and maintain a Procedure Book (or Binder) to be used by his/her successor. The Procedure Book should contain a list of Board members, a Budget, Plans of Work, End of Year Reports, Newsletter clippings and any materials pertinent to the committee for the last five years (Treasurer should keep records for 7 years). In addition, a copy of the current Bylaws and this Procedure Guide should be included.

3. Each chair, whether they have a budget or not, must present a Plan of Work for the year for approval by the Executive Board at the June (or late May) PTA meeting. No committee work shall be undertaken without the consent of the executive board.

4. Board members are expected to periodically communicate the status of their Plans of Work to the President and Executive Board during PTA meetings, in person or by sending reports through the President. Communications to the General Membership should occur via the Friday Packet.

5. Expenditures incurred in connection with Board approved projects and covered by the budget are reimbursed by the Treasurer ONLY upon receipt of an original itemized bill. Expenses not covered by the Budget MUST be approved by the Board before payment may be made. Use the Illinois PTA’s Tax Exempt No. E9989-1281-06 for all expenditures, as taxes will not be reimbursed unless the merchant does not honor the PTA tax-exempt letter.

6. All Board members are expected to attend all Board meetings, General PTA meetings and Special Board meetings called by the Executive Committee. If absence is necessary, the President or Secretary should be notified.

7. End of Year Reports are due at the May Board meeting.

8. All Executive Board officers should attend the PTA “Road to Success” course offered by the Arlington Heights Council of PTA’s.

9. Board members are expected to attend the Northwest Cook PTA Trainings, if held.

10. Board members are expected to cooperate with Council.

**OFFICERS** (As suggested by the structure of Illinois PTA and National PTA in addition to the duties described in the unit bylaws)

**PRESIDENT OR CO-PRESIDENTS:**

1. Preside at all meetings of this association, the Executive Board, and the Executive Committee; serve as an ex-officio member of all committees except the Nominating Committee and the Audit Committee; appoint an auditor or auditing committee of not less than three, subject to the approval of the Executive Board; co-sign checks; perform all other duties usually pertaining to the office; and coordinate the work of the officers and the committee in order that the objects and the work of this association may be promoted.

2. Communicate to the Board all information pertaining to the unit originated by the National PTA, Illinois PTA, District Director, Arlington Heights Council of PTA’s and the office of the Superintendent of School District 25.

3. Cooperate with the office of the Principal and maintain a cooperative relationship between the school and the PTA.

4. Write the President’s message for Friday Packets as needed.

5. Attend General meetings of the Arlington Heights Council of PTA’s as a delegate from Thomas PTA.

6. Co-sign Illinois PTA delegate Credential Cards with the Secretary, for any member who is attending the annual Illinois PTA Convention. Cards will be mailed to you from the IL PTA.

7. Attend Illinois PTA State Convention if possible and report to the Board all matters of importance.

8. Attend any special meetings as requested by the Principal.

9. In May, serve as Chair of the Calendar planning meeting for the following school year. (Members include, but are not limited to the Chairs of the following committees: Calendar, Cultural Arts, Student Activities, Ways and Means, and Principal)

10. Sign contracts required for any PTA sponsored events or programs.

11. Attend Presidents’ Meetings of the Arlington Heights Council of PTA’s. If you cannot attend daytime meetings, work out ahead of time for someone else to represent Thomas at each meeting.

12. Assist in filling all open committees

13. Set up PTA table and speak briefly at the 5th grade orientations and at both open houses (if time is available in the Agenda – ask the principal). PTA table can include ABC/25, spiritwear, volunteer sheets, general info about PTA. Try to get names and emails of people who show interest.

14. Maintain original approved vendor contracts required for any PTA sponsored events or programs with the approved payment voucher.

15. Maintain Thomas PTA Website. Keep items current and solicit committee members for any information they wish to have posted.

16. Develop a Plan of Work, Budget and End of Year Report for the President or Co-President Role.

**VICE-PRESIDENT:**

1. The Vice President shall serve as an aide to the President; shall perform the duties of the President in the absence of that officer unless there are Co-Presidents. When there are Co-Presidents, shall perform the duties when both are absent; and shall perform all other duties as may be delegated.

2. May co-sign checks if authorized, if no committee chair is found.

3. Update the Bylaws and Procedure Guide in alternating years. Attend training meeting to update the bylaws properly. Solicit input from current committee chairs and Executive Board members to update the Procedure Guide. Distribute a copy of each to all Officers and Committee Chairs for inclusion in their PTA binders. Encourage the Board members to read their Bylaws and Procedure Guide and use them to perform their chair duties.

4. Develop a Plan of Work, Budget and End of Year Report for the Vice-President Role.

5. Discuss end of year gifts for Co-Presidents with Treasurer, present at final PTA meeting.

**SECRETARY:**

1. The Secretary shall keep an accurate recording in a permanent form of the minutes of all meetings of the association and the Executive Board, and the Executive Committee; shall sign delegate credentials; shall have a current copy of the Bylaws; shall maintain a membership list; may co-sign checks in the absence of the President or Treasurer, if authorized; shall conduct all official correspondence of the PTA in duplicate, keeping a copy on file when pertinent; and shall perform other such duties.

2. Prepare committee name cards for Board members to be used at meetings.

3. Maintain the board email list and, separate from the President, the Secretary shall be the designated person to send all email “blasts” to the board. 4. Develop a Plan of Work, Budget and End of Year Report for the Secretary Role.

**TREASURER:**

1. Receive all monies of the association and verify totals for deposit. Depositing same in a bank approved by the Executive Committee.
2. Keep an accurate record of receipts and expenditures
3. Pay out funds in accordance with the budget as approved by the membership and authorized by properly signed vouchers. Vouchers shall be signed by the Treasurer, President and chair of the committee responsible for the expenditure. Checks shall be signed by 2 of the following people: the Treasurer, President and one other duly elected and authorized officer. The Treasurer, President and one other duly elected and authorized officer must go to the bank and sign the signature cards (usually in the summer).
4. Present a written financial statement at every meeting of the PTA and the Executive Board, and at other times as requested by the Executive Board, giving a copy to the President, Vice President, and Secretary.

3. Communicate through the Membership chair the record of national and state per capita portions of the membership dues separate from the record of general funds of the PTA, and forward the national and state monies to the Treasurer of the Illinois PTA by November 1st. Additional membership dues should be forwarded to the State office monthly thereafter. All membership dues shall be forwarded by March 25th of the following year.

4. Present a Mid-year Budget review at the January Board meeting that includes balance on hand, amount from previous years’ Excess Funds, as well as Ways and Means profits to date.

5. Provide the Excess Funds committee with an estimate of excess funds by the beginning of April and participate in Excess Funds meeting. Guidelines are described in this Procedure Guide, under Special Committees – Excess Funds.

6. Sign the Charitable Corporations Annual report and file it with the Illinois Secretary of State (usually due by Feb. 1)

7. Complete and file appropriate forms (1099M, 990) as may be required by the Internal Revenue Service regulations no later than the date established by the regulations.

8. Chair the Budget Committee. Guidelines are described in this Procedure Guide, under Special Committees – Budget Committee.

9. The books of the Treasurer shall be closed annually as of June 30th. The Treasurer shall provide checkbook, all bank statements, canceled and voided checks and deposit slips, treasurer’s record and receipt books, vouchers and invoices for all disbursements to the auditor or auditing committee for examination. Guidelines are described in this Procedure Guide, under Special Committees – Audit Committee.

10. Develop a Plan of Work, Budget and End of Year Report for the Treasurer Role.

**STANDING COMMITTEES**

**ABC/25 LIAISON:**

 1. Attend both monthly ABC/25 and Thomas PTA meetings.

2. Communicate ABC/25 activities, events, and information obtained at the meetings to parents and students through the Friday Packets, monthly PTA Board meetings and Open Houses.

3. Actively solicit members of the Thomas Middle School community to join ABC/25 in order to receive the membership incentive. Gather membership forms that are returned to school and turn them over to the ABC/25 Treasurer.

4. Attend the Teacher Grant reading meeting in December and approve or reject District 25 grant requests.

5.  Coordinate and publicize the ABC/25 Just Move It Challenge and any fundraisers (if applicable) or appoint another person to “chair” the event.

* For the Fall/Spring fundraisers (if applicable) this involves getting the brochures, flyers and order forms assembled for distribution and inclusion in the online Friday Packet and collecting all orders and turning them over to the ABC/25 Treasurer.  It also includes making sure the orders are picked up once they are delivered.
* For the Spring Just Move It Challenge this involves acting as the school representative on the district-wide Just Move it! Challenge Planning Team.   Team meets in the evenings 1-2 times per month Feb-April. 3-4 hours additional volunteer time outside of meetings.

6.  Work with the Principal on the school drawing or any other alternative fundraisers.  Make sure all fundraiser monies are turned into the ABC/25 Treasurer.

7. Develop a Plan of Work, Budget and End of Year Report for the ABC/25 Liaison Role.

**CALENDAR:**

1. Council will send Excel spreadsheet calendar with council dates and printing information.

2. Arrange and attend Calendar planning meeting with Principals and PTA President(s) to collect information for the following year. This meeting needs to take place prior to elementary feeder schools planning meetings. (This should be done by mid-May.)

3. Request any dates for coming year from chairs at the March/April Board meetings.

4. Be responsible for cover design. A student contest is possible if planned by May and approved by the Principal. If so, put flyer both in the Friday Packet and ask the art teacher to motivate students. Have PTA members help you choose the artwork cover reflecting the PTA theme for the year at the last PTA meeting of the school year.

5. Continue to check for new dates with the Principal and President up until final deadlines in early June.

6. Send a copy of the calendar to the President to proofread prior to first print, and final approved print.

7. Forward semi-final copy of calendar to all feeder schools (Greenbrier, Ivy Hill, Patton and Olive) so they can coordinate as needed.

8. Pick up printed calendars and verify number of copies received. Retain enough copies to deliver to President, Principal, Friday Packet Editor and other designated parties and deliver remainder to Membership committee for distribution. Deliver to Membership Chair.

9. Monitor the number of calendars to be used by Membership and mention in End-of-Year report.

10. Attend monthly PTA meetings to update board on committee activities.

11. Develop a Plan of Work, Budget and End of Year Report for the Calendar Role.

**CHARACTER COUNTS:**

1. Model the six pillars – trustworthiness, respect, responsibility, fairness, caring and citizenship.

2. Coordinate student participation with staff regarding each month’s trait.

3. Provide information and pertinent articles to parents via Friday Packet.

4. Inform the school community of activities and distribute information through Friday packets.

5. Participate with other school liaisons in Character Counts activities within the district and the community.

6. Attend PTA meetings to update parents on the Character Counts programs.

7. Develop a Plan of Work, Budget and End of Year Report for the Character Counts Role.

**CULTURAL ARTS:**

1. Coordinate with President, Principal and staff to bring the students various forms of art, music, and dramatics with funds provided by PTA.

2. Publicize these programs in the Friday Packet.

3. Attend workshops, i.e. Showcase, to preview programs.

4. Coordinate contracts and present them to President for approval prior to vendor payment.

5. Obtain IRS Form 1099M data (FEIN or Social Security Number), and /or any other pertinent information with Treasurer to verify IRS limitations and if a 1099 is required.

6. All performers should carry their own insurance. Please verify the performer carries insurance, either in the written contract or verbally.

7. Attend monthly PTA meetings to update the Board on committee activities.

8. Develop a Plan of Work, Budget and End of Year Report for the Cultural Arts Role.

**DIRECTORY:**

1. The DirectorySpot online directory app is used by the Thomas PTA. No paper directories are provided, but pdf lists can be printed should a family request it.
2. The email address ThomasPTADirectory@gmail.com is used for all directory related correspondence.
3. All student information is included in the directory unless their parent(s)/guardian(s) opt out during the enrollment process. Even then, all student names are listed in their respective teams/homerooms.
4. Contact the school office about a week or so after school has started to request an Excel workbook of voicemail/email/title info for staff/faculty/administration, student information data (including parent email addresses), and team/homeroom assignments. Make sure to get a worksheet/list of students who should not have parent/residence information printed. Follow up regularly with the office staff to ensure all information is received before the end of September. Do not use the PTA lists as your source document, since class placements and other information can change from the date of registration.
5. Request confirmation from the PTA President that the DirectorySpot contract was signed and paid for, and get DirectorySpot admin credentials from the PTA President.
6. Check with PTA President and Membership committee chair for worksheet(s) to determine which members should be added as users of the online directory. Contact families that opted to have their contact info excluded at registration, to let them know how to proceed should they wish to have their information shown at a later date. Use the PTA list to add preferred names for students to be added in parentheses in the First Name column of the directory.
7. Format the information provided by the school office to be consistent with the format that is required by DirectorySpot. Compare the school list to the PTA list to ensure those that need to be excluded aren’t included. Add teacher extensions, titles and homeroom assignments in the Notes column.
8. Upload the workbook to DirectorySpot.
9. Compare the uploaded information to the class lists provided by the school office to ensure the upload went smoothly and accurately. Make adjustments as necessary.
10. An email is sent automatically to users once the information has been uploaded. Update the directory within 7 days from receipt of a request for an edit.
11. Keep electronic record of the changes made to the directory.
12. Attend monthly PTA meetings to update the Board on committee activities.
13. Develop a Plan of Work, Budget and End of Year Report for the Directory Role.

**ECOLOGY:**

1. Provide information through the Friday packet on environmental issues such as conservation, recycling and Earth Week, etc.

2. Promote these issues with programs, activities or contests aimed at generating awareness and active participation.

3. Participate in state PTA sponsored award programs by preparing required paperwork.

4. Attend monthly PTA meetings to update the Board on committee activities.

5. Develop a Plan of Work, Budget and End of Year Report for the Ecology Role.

**READ TO SUCCEED (SIX FLAGS):**

1.  November: Register school online with Six Flags, Read to Succeed program.

2.  Enter all 6th grade Language Arts teachers (and special needs teachers) names and email addresses.

3.  Notify teachers of the program via email, include LMC director with email.

4.  Communicate with LMC staff for advertising in the LMC and reminding teachers of the program.  LMC also helps to retrieve forms from L.A. teachers.

5.  December/January: Advertise program in Friday Packet.

        Families can print form at home.  Additional forms will be available in LMC.

6.  February:  Collect forms from LMC and L.A. teachers.  Students must read a minimum of 360 hours within the stated time frame to qualify for the Six Flags one-day pass.

7.  Input data for students, if teachers haven't done so by deadline (late February).  Confirm and submit on Read to Succeed website.

8.  May:   Make sure all teachers have retrieved their passes (online), printed them and distributed them to students.

9.  Notify families via the Friday Packet that Six Flags passes were distributed to all eligible students by Thomas teachers.  Additional passes are not available.

10. Develop a Plan of Work, Budget and End of Year Report for the Reed to Succeed Role.

**EXCEPTIONAL CHILD GIFTED:**

1. Research gifted websites and resources and report this information to the Board and community via the Friday Packet and Board meetings.

2. Support Council programs related to gifted issues.

3. Inform the TMS Community of any issues or events in District 25 related to gifted education.

4. Attend monthly PTA meetings to update the Board on committee activities.

5. Develop a Plan of Work, Budget and End of Year Report for the Exceptional Child Gifted Role.

**EXCEPTIONAL CHILD SPECIAL NEEDS:**

1. Consider joining Council of Understanding Learning Disabilities (COULD) and LDA of Illinois Inc.

2. Attend as many meetings as possible, reporting information to the Board and community via the Friday Packet and Board meetings.

3. Inform the TMS Community of any issues or events in District 25 related to special needs education.

4. Attend monthly PTA meetings to update the Board on committee activities.

5. Develop a Plan of Work, Budget and End of Year Report for the Exceptional Child Special Needs Role.

**FRIDAY PACKET:**

  AT THE BEGINNING OF THE YEAR:

1. Set up your email account for packet submissions as follows:

The Gmail account is already in place. Change the profile to your own when logging in the first time.

* Email address that people should use to submit items: **thomasmiddleschoolpta@gmail.com**
* Friday Packet Cover Sheet Chair logs in at [**www.gmail.com**](http://www.gmail.com) and enters
* User I.D. **thomasmiddleschoolpta@gmail.com**and the password: **1430ForTheKids**
1. Notify the PTA Board about the weekly deadline of Wednesday at Noon for cover sheet submissions.  Reiterate that attachments should be given to the office for approval.
2. Send e-mail to Thomas staff inviting them to submit items for cover sheet by the weekly deadline.
3. Contact Character Counts committee and ask for weekly quotes to correspond to Character Counts theme of the month.  *Optional: If desired, find quotes on your own.*
4. Obtain the latest Thomas Timber Wolf logo from the President or Thomas office staff.
5. Develop a Plan of Work and Budget for the Friday Packet Role.

ON A WEEKLY BASIS:

1. Monitor Friday Packet e-mail account for cover sheet submissions.  Re-direct people to the office if they submit attachment sheets vs. cover sheet items.  Reply to submitters asking for clarifications, if necessary.
2. By deadline, prepare the cover sheet in Word format with:
* The next two week's calendar (if space permits, more dates can be included)
* Submitted items on subsequent page (this may require multiple pages depending on the amount of information submitted)
* Character Counts quote if available
1. Submit completed draft to PTA Executive Board members for review and approval.
2. Modify draft per suggestions from PTA Executive Board members.
3. Submit final copy of the cover sheet via e-mail to the Principal (and other Thomas staff as prescribed by the Principal) by 9:00 AM Friday.  Copy the PTA Executive Board members on the e-mail.  The cover sheet should be submitted in both PDF and Word formats in case Thomas staff needs to make any last minute revisions prior to uploading.
4. When final version is received from Principal, post the weekly Friday Packet on the PTA website, and notify Principal when this is completed. Principal sends out notice to the school community.

END OF YEAR: 1. Submit End of Year Report for the Friday Packet Role.

**HIGH SCHOOL LIAISONS:**

1. Attend monthly Buffalo Grove Parent Association (BGPA) or Hersey Parent Council (TPC) meetings at the high schools.

2. Provide information about high school activities, events and policies, obtained at the meetings and from high school calendars to parents and students through the Friday Packet and monthly PTA meetings.

3. Encourage attendance at high school events.

4. Promote open communication between the high school and Thomas.

5. Help coordinate and publicize 8th grade parent meetings and publicize Student Orientation Activities.

6. Develop a Plan of Work, Budget and End of Year Report for each High School Liaison Role.

**HOSPITALITY:**

**MEETINGS**

1. Provide refreshments for all PTA General Meetings, as well as any other meetings when necessary.

 2. Provide nametags and table decorations when needed.

 3. Be responsible for set-up and clean up.

4. Purchase all paper goods, water and treats that are needed for PTA General Meetings and other PTA functions as requested.

6. Keep accurate records of amounts of food and beverages served, cost, and number of people attending.

7. Promote friendly atmosphere by greeting and making visitors and new members feel welcome.

8. Attend monthly PTA meetings to update board on committee activities.

9. Develop a Plan of Work, Budget and End of Year Report for the Hospitality Role.

**JUVENILE PROTECTION:**

 **RED RIBBON WEEK**

1. Coordinate with the administration, the activities for Red Ribbon Week and Red Day.

2. In early September, meet with the Assistant Principal to solidify dates for Red Ribbon Week and begin to discuss the week’s events. There are many ideas in the committee binder. Based on the budget, decide which activities will be held.

3. Once the plans for the week have been confirmed, make arrangements to have Red Ribbon Week included in the Daily Announcements the week prior to Red Ribbon Week, as well as every day during the actual week (especially if Dress Up Days are scheduled or if collecting money for an organization).

4. In the weeks leading up to Red Ribbon Week, promote it to the TMS Community with a flier in the Friday Packet and a slogan on the school sign.

5. If the budget allows, schedule a speaker for the eighth graders during Red Ribbon Week to address drug use and prevention.

6. Attend monthly PTA meetings to update board on committee activities.

7. Develop a Plan of Work, Budget and End of Year Report for the Juvenile Protection Role.

**LEGISLATION:**

1. Keep PTA members informed about those legislation issues at National, State, and local levels, which are within the framework of policies and platforms of the Illinois PTA and National PTA.

2. Attend Council Legislation meetings and assist with legislation activities.

3. Maintain a current list of names and addresses of National and State Senators and Representatives.

4. Act on any “Call to Action” from Illinois PTA or National PTA by notifying PTA Board.

5. If possible, attend Illinois PTA Convention as a delegate from Thomas.

6. Keep community aware of legislation of interest to Thomas students and parents via the Friday Packet.

7. Help implement and initiate legislation platform by appropriate methods; if there are District 25 Resolutions, present them at a General Meeting, post them and put them in the Friday Packet.

8. Attend monthly PTA meetings to update board on committee activities.

9. Develop a Plan of Work, Budget and End of Year Report for the Legislation Role.

**MEMBERSHIP:**

1. Work with President to promote PTA membership. PTA membership is included in the on-line registration with the district.

2. Update the current Bundle form and have on hand for those who did not sign up with registration. Maintain listing of members with totals for single or double/family memberships. Receive packet of blank membership cards and membership card agreement from PTA President.

3. Print out membership cards from compiled list and attach to calendars. Obtain class lists from school office, organize cards/calendars by class and distribute to homeroom teachers by first or second week of school. Check with school (Mrs. Hsu has handled this in the past) and obtain listing of teachers/staff paid memberships and distribute cards and calendars to them.

4. Make sure first deposit and list of members is supplied to the Treasurer by mid to late September so that the first dues payment is filed by September 30.

5. Conduct ongoing active membership enrollment campaign.

6. Set up and staff table at the Fall General meeting/Open House.

7. Submit articles to the Friday Packet as needed.

8. Compile list of names and the total number of students who have ordered a yearbook in October to Matt Aho. Send reminders to students who have not ordered a yearbook. Final list and payment needs to be made to the yearbook by December 1st.

9. Send another payment to Illinois PTA in December with teacher dues and others you have gotten since September.

10. In April, check the number of membership cards used and those to be returned. Fill out the membership card return transmittal sheet to Illinois PTA, along with any final dues payment.

11. Retain and keep in the Membership Committee file/binder copies of all forms filled out and a Final Membership List.

12. Attend monthly PTA meetings to update board on committee activities.

13. Develop a Plan of Work, Budget and End of Year Report for the Membership Role.

**PUBLICITY:**

1. Develop a line of communication through the Friday Packet between all special activities, people, clubs, office staff, etc.

2. Ask at each Board meeting about upcoming events to be advertised throughout the community.

3. Provide publicity form to be filled out by Committee Chair requiring publicity.

4. Contact newspapers regularly about Thomas PTA activities.

5. Attend monthly PTA meetings to update board on committee activities.

6. Develop a Plan of Work, Budget and End of Year Report for the Publicity Role.

**REFLECTIONS:**

 1. Be a liaison to Council Reflections committee.

 2. Coordinate Thomas program:

a. Receive and distribute program information to all teachers and students; post flyers around TMS.

 b. Enlist aid of classroom teachers in soliciting student entries.

 c. Collect all entries and have them judged according to Council Reflections guidelines.

d. Inform participants of results.

e. Publicize results in Friday packet and morning announcements.

f. Prepare a display of entries and attend the District 25 Fine Arts Festival, if applicable.

g. Distribute participation certificates and ribbons, if applicable.

h. Return entries to participants.

i. Attend the District 37 reception and ceremony for state level participants, if applicable.

j. Publicize next year’s theme prior to summer vacation.

3. Attend monthly PTA meetings to update board on committee activities.

4. Develop a Plan of Work, Budget and End of Year Report for the Reflections Role.

**SCHOLARSHIP:**

1. Report scholarship information from Council Scholarship Chair and District 37 Scholarship Chair to PTA.

2. Chair Awards Committee and present awards at Spring General PTA meeting.

3. Serve alternating years with the Principal representing Thomas on the Scholarship Selection Committee in March/April.

4. Order award certificates and officer pins from State PTA and Council PTA.

5. Print honoree’s name on PTA Council certificates.

6. Prepare and organize end of year PTA thank you party for Spring General PTA meeting where awards are presented.

7. Attend monthly PTA meetings to update board on committee activities.

8. Develop a Plan of Work, Budget and End of Year Report for the Scholarship Role.

**SCHOOL BOARD REPRESENTATIVE:**

1. Attend all School Board and Committee of the Whole meetings and report to the PTA at meetings and through the Friday Packet any matters of interest.

2. Develop and promote a deeper and more widespread understanding of the purpose and needs of public schools.

3. Attend monthly PTA meetings to update board on committee activities.

4. Develop a Plan of Work, Budget and End of Year Report for the School Board Rep Role.

**STUDENT ACTIVITIES:**

1. Participate in meetings of the Calendar Committee to select Activity Night/Event dates.
2. Plan and staff Activity Nights/Events, during the Fall, Winter, and Spring and an Ice Cream Social at the end of the year.

Responsibilities include...

* + Initial planning
	+ Recruitment of Event Chairperson for each Activity Night/Event
	+ Managing the budget for each event, tracking ticket sales and expenses
	+ Supervising the Event Chair who will be responsible for final planning, recruiting volunteers via the Volunteer Coordinator for ticket sales and event chaperones, promoting the event, and arranging for decorations, prizes, entertainment, and food.
1. Attend monthly PTA meetings to update board on all committee activities.
2. Develop a Plan of Work, Budget and End of Year Report for Student Activities.

**8th GRADE GRADUATION PARTY**

1. Plan and manage 8th Grade Graduation Party.
	* Initial planning and theme development with TMS Administration and students
	* Staffing the Planning and Sub-Committees, designating responsibilities, and communicating best practices from prior years. Sub-committees may consist of, but are not limited to Invitations/Tickets, Decorations, Refreshments and Souvenir/Gifts.
	* Hold progress meetings and facilitate communications between sub-committees.
	* Work with Volunteer Coordinator to recruit 6th and 7th grade parents for day of assistance and supervision.
	* Act as a liaison between the sub-committees and the school to answer questions regarding facility use, staff help and budget.
	* Update committee binder with new and best practices, examples of invitations, and photos from current year's event.
2. Attend monthly PTA meetings to update board on all committee activities.
3. Develop a Plan of Work, Budget and End of Year Report for the 8th Grade Graduation Party.

**SUNSHINE FUND COMMITTEE**

1. Consists of at least 1 volunteer (chairperson) or the Executive Board, if no one offers to handle this special committee. Committee includes the President, Treasurer, Secretary and Principal.

2. Responsible for the purchase of cards, gifts or flowers for PTA Board members, students and Thomas staff when appropriate due to illness, births, retirement, etc.

3. Develop a Plan of Work, Budget and End of Year Report for the Sunshine Fund Committee.

**Teacher Appreciation:**

1. Plan Fall Luncheon for teachers (during Fall conferences). This includes theme, menu, table decorations, donations and/or purchase of food, workers, etc.

2. Plan the Spring Teacher Appreciation Luncheon to be held at the beginning of May. This includes theme, menu, table decorations, donations and/or purchase of food, workers, etc.

3. Provide nametags and table decorations when needed.

4. Be responsible for set up and clean up.

5. Maintain supplies that are kept in the PTA office.

6. Purchase all paper goods, coffee, tea, etc. when needed.

7. Keep accurate records of amounts of food and beverages served, cost, and number of people attending. All purchased items shall be reimbursed from allotted budget upon receipt.

8. Attend monthly PTA meetings to update board on committee activities.

9. Develop a Plan of Work, Budget and End of Year Report for the Teacher Appreciation Role.

**TEACHER REPRESENTATIVE:**

 1. Serve as liaison between the faculty and the PTA Board.

2. Attend monthly PTA meetings to update board on school activities.

**VOLUNTEER COORDINATOR:**

1. Solicit input from PTA Officers, Chairs and Principal during spring and/or early summer to update volunteer opportunities available for the following school year.
2. Develop online volunteer registration sign-up form via Google Docs or similar computer application.
3. Communicate with President and Membership Chair during the summer to obtain office-approved parent registration spreadsheet with email addresses.
4. In early August send email to all parent email addresses requesting that they complete the online volunteer registration form.
5. Organize volunteers to assist in first weeks of school per office requests.
6. Download respective volunteer opportunity spreadsheets as needed by the appropriate Committee/Activity Chairs.  Discuss with committee chairs their preferred mode of scheduling volunteers for their respective activities.  Some would rather the Volunteer Coordinator contact volunteers and determine responsibilities/shifts while others prefer to handle all communications and scheduling.
7. Maintain master spreadsheet of volunteer preferences and contact information.  Instruct committee chairs to notify Volunteer Coordinator of email bounce-backs and incorrect contact information so master list may be updated.
8. Compute volunteer hours on a monthly basis and forward these amounts to the Council Chair.
9. Compute hours of all in-school volunteer hours based on Volunteer Sign-In sheets provided in main office for Volunteer Recognition Awards.
10. Submit recommendations to President of those individuals deserving of Volunteer Recognition Awards.
11. Provide Friday Packet Chair with thank-you shout-outs to recognize volunteers as needed.
12. Organize volunteers to help with additional activities as needed throughout the school year.
13. Attend monthly PTA meetings to update board on committee activities.
14. Develop a Plan of Work, Budget and End of Year Report for the Volunteer Coordinator Role.

**WAYS AND MEANS:**

 **SCHOOL PICTURES**

1. Work with the administration to coordinate all school pictures in the Fall and Eighth Grade graduation pictures in the Winter/Spring.
2. Select a photography company and negotiate a contract for the dates provided by the Administration.
3. Work with Volunteer Coordinator to recruit day-of volunteers as needed.
4. Assist school with distribution of photos if needed.
5. Develop a Plan of Work, Budget and End of Year Report for the School Pictures Role.

 **SPIRIT WEAR**

 1. Participate in meetings of the Calendar Committee to establish dates for fundraisers.

2. Design the artwork for the clothing, select items for the sale, and provide artwork to the vendor. Receive samples from the vendor and display in front office window.

 3. Publicize Fall and Spring sales via the Friday Packet.

 4. Set up a table and clothes rack to display sale items at all Open Houses.

5. Set up a day during all lunch periods to show samples to students.

6. Collect orders from the front office throughout the sale.

7. Complete appropriate paperwork and deliver all monies received from orders

 to the Treasurer and submit original invoices for payment. Cash and coin should be counted, documented and approved by two persons.

8. At the end of the sale, submit all orders to the vendor.

9. When ordered items arrive, distribute them to the students via Homerooms.

10. Attend monthly PTA meetings to update board on committee activities or email any important information if unable to attend.

11. Develop a Plan of Work, Budget and End of Year Report for the Spirit Wear Role.

**SPECIAL COMMITTEES:**

**I. AUDIT COMMITTEE**

1. Consists of 3 or more members of the General Membership. Cannot include any existing signer on the bank account or their spouses. This committee should be formed no later than the April Board Meeting.

2. Examine Treasurer’s Annual report and financial records (accounts, vouchers, check book, etc.) by August 15th.

3. When satisfied that the Treasurer’s Annual Report is correct, prepare and sign an audit report to be incorporated with the Annual Report.

4. Post Audit Report at school once it is completed.

5. Present the Audit Report at the September General Meeting to the General Membership.

**II. AWARDS COMMITTEE**

1. Chaired by the Scholarship Chair and includes President, Volunteer Coordinator, at least one other PTA Board member and the Principal.

2. Meet in February to select possible recipients for the Illinois PTA Life Membership and the Book of Recognition.

3. Order appropriate award items.

**III. BUDGET COMMITTEE**

1. Consists of incoming and outgoing Treasurers and Presidents. Principal provides input either in person or through prior discussions.

2. Meet after the books are closed on June 30th. Present the proposed budget to the Board for discussion and at a General or Annual meeting for approval by the General Membership.

3. Post budget 30 days prior to the September General Meeting.

4. Submit a copy of the approved budget to Council.

**IV. EXCESS FUNDS**

1. Comprised of the President, Treasurer, Ways and Means Chair, one other Board member and the Principal.

2. This committee should be formed no later than the April Board meeting.

3. The Treasurer will provide an estimate of Excess Funds.

4. Take suggestions from all board members. Excess Funds will be spent on PTA items or on items for the school. The needs of the PTA should be considered first.

5. The Committee’s recommendations must be submitted to the Council President and Superintendent for approval before being presented to the PTA Board.

6. Upon approval from the Superintendent, the Excess Funds Report will be presented to the General membership at the final General meeting of the school year.

7. When an item has been purchased for the school, it then becomes the property of the School District and part of their inventory.

**V. NOMINATING COMMITTEE**

1. Consists of 5 members: 3 members from the Board and 2 members from the General Membership. There will be 1 alternate from the Board and 1 alternate from General Membership.

2. The Principal will serve as an advisor to this committee.

3. The committee will meet to elect a chair and appoint a representative to attend the Council’s PTA Nominating Committee Workshop.

4. This committee will be guided by the Council’s “Suggested Procedure for Nominating Committee.”

**GENERAL INFORMATION**

**INSTALLATION OF OFFICERS**

1. The outgoing President makes arrangements for the installation of officers.

2. The Board customarily presents the Past-President’s pin to each President retiring from office.

**ILLINOIS CONGRESS OF PARENTS AND TEACHERS CONVENTION**

1. The Illinois PTA sets the number of Thomas delegates to the Illinois PTA Convention annually. Credential cards must be filled out and signed by the President and Secretary.

2. The current President and Legislation Chair and the incoming President and Legislation Chair are preferred as delegates to the Illinois PTA Convention; however, any member of the Thomas PTA may serve as a delegate.

 **CONTENTS OF INDIVIDUAL COMMITTEE PROCEDURE BOOKS**

1. All information suggested by the Arlington Heights Council of PTA’s and PTA District 37.

2. A copy of this Procedure Guide and current Bylaws.

3. Plans of Work, which includes a budget and End of Year Reports.

4. Any information pertinent to the performance of the committee’s work.

5. Useful documents and general records should be kept as reference for future chairs.

 6. Binders should be cleaned out annually and updated with any new information.

7. All original, approved vendor contracts should be kept by the Treasurer with the approved payment voucher but copies of the contracts may be kept in individual committee procedure books.

**SUGGESTED AGENDA FOR BOARD MEETINGS**

 1. Call to Order

 2. Minutes read by the Secretary

 3. Treasurer’s Report

 4. Correspondence read by the Secretary

 5. Principal’s Message

 6. Associate Principal’s Message

 7. School Resource Officer’s Report

 8. President’s Time

 9. Old Business

 10. New Business

 11. Reports from Standing Committee Chairs

 12. Announcements

 13. Adjournment