

POLICIES & PROCEDURES

METRO HIGH SCHOOL PTO

2019-2020

I. PURPOSE

- These policies are intended to guide successive Boards and officers in their duties.
- These policies may be revised by a majority vote of the Board.

II. OFFICERS: DUTIES AND RESPONSIBILITIES:

- The Chair shall:
 1. Have served on the PTO board for a minimum of one year.
 2. Provide leadership for the PTO.
 3. Preside over meetings of the PTO.
 4. Prepare agendas for all PTO meetings, and distribute them prior to the meetings.
 5. Recommend appointment and dismissal of members of the Board.
 6. Officially represent the PTO at school-~related activities.
 7. Represent the PTO at the area-~wide District Meetings when necessary.
- The Co-~Chair shall:
 1. Assume the duties and responsibilities of the Chair in his/her absence.
 2. Assist the Chair in recommending the appointment or dismissal of members

3. Serve as Chair of the Nominating Committee.
- The Secretary shall:
 1. Keep the minutes of proceedings of the PTO
 2. Distribute to all PTO Board members for review prior to the next meeting
 3. Handle all correspondence for the PTO.
 4. Receive and file all minutes, records, and reports from committees and fundraisers after board approval.
 5. Assist with the promotion, production, and coordination of communication for the PTO.
 - The Treasurer shall:
 1. Maintain a PTO bank account with Treasurer, Principal, and Chair as signatories.
 2. Receive and deposit all funds collected in the name of the PTO.
 3. Keep complete records of all deposits and disbursements.
 4. Be empowered to make expenditures up to fifty dollars (\$50.00) from the General Fund without written authorization from the board. Such expenses are not to exceed two hundred dollars (\$200.00) in total per school year.
 5. Pay all bills and disbursements as directed by the PTO.
 6. Supply a written report (Income/Expense Statement) at each meeting of the PTO and PTO Board, giving amounts received and paid out during the period since last meeting, a present balance, as well as balances left in budgeted line items.

7. A copy of the monthly bank statement shall be presented to the Chair, Co-Chair and Secretary at the monthly PTO meeting.
8. Maintain financial records using the fiscal year: July 1 - June 30.
9. With the incoming PTO Board, present for approval a proposed budget at the first general PTO meeting of the school year.
10. Provide financial records for inspection at PTO meetings upon request of any board member.
11. Keep all records on file for a period of three (3) years.
12. Carry over a minimum of \$250 and a maximum of \$1,000 in the general fund from year to year.
13. Be responsible for possession of PTO funds outside of the school premises

- a. In the Treasurer's absence the Principal shall have this responsibility
- b. In the absence of the Principal, the Chair shall have this responsibility.

E. The Parliamentarian shall:

1. Attend all PTO meetings.
2. Be responsible for maintaining order at the meetings.
3. Serve as timekeeper as needed.
4. Oversee the election of Officers.
5. **Review bylaws every other year.**

F. Grade Level Representatives

1. Attend all PTO meetings.

Grade Level Representatives (in general) shall:

2. Serve as liaison between teachers, PTO and faculty grade-level advisors.
 3. Perform specific functions as designated by the PTO board.
- The Principal or Representatives may:
 1. Attend all PTO meetings.
 2. Serve in a consultant capacity.
 3. Serve as ex-officio member of all committees.
 - The Teacher Representatives may:
 1. Attend PTO Meetings.
 2. Serve as liaison between teachers and PTO.

II. STANDING COMMITTEES

- Standing Committees are those that the PTO will strive to sustain year-to-year.
- The Board may create standing committees if it deems they are necessary to promote the objectives and carry on the work of the organization.
- Each standing committee is to have a Board Member as a liaison. The chair of each standing committee shall present a plan of work to the Board through the liaison for approval.
- Funds raised by committees must be counted in the presence of the Signatories, who will immediately turn all paperwork and funds over to the Treasurer or other Signatory.
- The Standing Committees are:
 1. Communication: The Communication Committee is responsible for coordinating all means of contact with parents and keeping

them informed about school events, the PTO, and other matters pertinent to Metro. The Committee shall maintain email distribution lists and the Yahoo Group.

2. Fundraising: The Fundraising Committee shall raise funds to support PTO functions. These activities include, but are not limited to Panther Pride and the Spirit Store
3. Hospitality: Hospitality Committee shall ensure representation at key school functions including, but not limited to: Freshman Orientation, Open House, Registration, BBQs, and Parent/Teacher Conferences.
4. Staff Appreciation: The Staff Appreciation Committee shall be responsible for planning and providing items/events for staff appreciation, which may include, but are not limited to First Friday Breakfasts, Staff Luncheons, and Retirement Gifts.
5. Career Day: Career Day Committee shall organize an annual event inviting career specialists in the area to meet with Metro students.
6. Trivia Night: The Trivia Night Committee shall work with the Junior and Senior Class Parent Representatives and parents of said classes for class fundraising purposes.
7. **Diversity committee: supports Metro developing particular diversity skills and tools for building a more inclusive academic and social environment for all students.**