

Lake Travis Middle School PTO

Officer & Committee Descriptions

OFFICERS

In addition to attending all PTO meetings of the Executive Board and of the General Membership, responsibilities include:

President

- Preside at all organization meetings and serve as the primary liaison with the principal.
- Coordinate the work of the officers and committees and serve as an *ex-officio* member of all committees except the Nominating and Audit committees.

Vice President

- Preside at meetings in absence of the president.
- Assume the office of president for the unexpired term in the event vacancy.

Secretary

- Record the minutes of all meetings.
- Be responsible for correspondence and all records of the organization.

Treasurer

- Maintain custody of organization funds and make disbursements as approved.
- Present a financial report at meetings.
- Keep books of account and records and present to the audit committee.

Grade Level Representatives for 6th, 7th, and 8th

- Act as liaison and facilitate communication between members and the board.
- Plan and execute activities on behalf of the students of each grade level:
6th Grade – Kazaam, 5th-to-6th grade transition, and support Olympic Day.
7th Grade – May Day and support social awareness project.
8th Grade – end of the year party and support 8th-to-9th grade transition.

STANDING COMMITTEE CHAIRPERSONS

Chairpersons are appointed, year-round commitments and, in addition to attending all PTO meetings of the Executive Board and of the General Membership, are responsible for:

Communications

- Collect and write news articles to publish in the weekly *Knightly News*.
- Work closely with website chair and administration for marquee/PA announcements.

Fundraising

- Oversee all fundraising activities including business sponsorships and No Hassle Fundraising campaign including communications, incentives, and annual tax receipt.

Membership

- Coordinate annual membership drive and maintain list of current members.
- Promote the PTO, cultivate new members, and facilitate communication between members and the board. Take advantage of display case in school lobby.

SPECIAL COMMITTEES

Chairpersons are appointed and, in addition to attending all PTO meetings of the General Membership and meetings of the Executive Board as required, are responsible for:

Campus Beautification *(year round)*

- Coordinate maintenance and beautification of courtyard and front marquee plant beds.

First Day Packets *(May – Aug)*

- Organize the collection and assembly of information for packets that are distributed first day of school.

Knights in Service *(year round)*

- Support Principal and NJHS sponsor with tabulation of student volunteer hours.
- Coordinate a Day of Knights community service event(s).

Library *(year round)*

- Coordinate volunteers to work the Fall and Spring book fairs.
- Assist librarian with Lone Star Book Program and other volunteer needs

Roundup *(May – Aug)*

- Organize Round-Up before the start of school, where parents and students pick up schedules, books, lockers, planners, and pre-ordered supplies.

School Store *(year round)*

- Maintain store inventory, financial records and organize volunteers to work the store before school and lunchtime.

School Supplies *(early Spring - Aug)*

- Coordinate order collection and distribution of pre-ordered school supplies.

Staff Appreciation *(year round)*

- Coordinate monthly events for all staff including back to school breakfast, curriculum night dinner, TAKS testing week treat, and teacher appreciation week.

Volunteers *(year round)*

- Maintain list of volunteer contact information and coordinate volunteer needs with PTO chairpersons and school.
- Contact volunteers for PTO and school activities as needed.

Website *(year round)*

- Maintain PTO website with updated information about PTO activities and events.

Welcoming (aka Newcomers & Hospitality) *(year round)*

- Support Staff Appreciation Committee with a welcome-back-to-school treat for staff.
- Provide refreshments at the Principal coffee the first week of school.
- In cooperation with counselor, host a pizza lunch for students new to LTISD in fall and spring and host a separate meet-and-greet for their parents.

SPECIAL COMMITTEES TO THE EXECUTIVE BOARD

As provisioned by organizational bylaws, chairpersons are appointed by President and approved by Executive Board.

Audit Committee *(Jun-Jul)*

Bylaw Review Committee *(as needed no more frequently than every other year)*

Nominations Committee *(Feb – Apr)*