

Mize PTO Committee Descriptions

President

- Creates agenda and presides over meetings of the board and General PTO
- Coordinates work of all PTO members to ensure duties are being carried out
- Signs contracts and checks
- Serves as liaison between PTO and Administration/Staff
- Monitor the PTO Gmail account to manage communication with Mize staff and families (excludes Birthday Board)
- Troubleshoots issues as they arise
- TIME COMMITMENT Approximate time commitment is 5-10 hours a month

Vice President

- Participates in day-to-day operations of the PTO alongside the President
- Helps formulate the group's long-range plan
- Support the PTO President to monitor the PTO Gmail account to manage communication with Mize staff and families (excludes Birthday Board)
- Troubleshoots issues as they arise
- Participates in PTO board discussions and decision making.
- Learns the Presidency role for future succession
- TIME COMMITMENT Approximate time commitment is 3-8 hours a month

Birthday Board

- Monitors the PTO email account for Birthday Board submissions, minimum every 3 days (ideally more frequently)
- Accepts submissions and coordinates with office staff, weekly, to update the marquee
- Corresponds with requesters, if needed
- Promotes Summer Birthday Board with flier, social post, and excerpt for weekly school newsletter
- Reports year-end participation and earnings from the fundraiser

- TIME COMMITMENT Approximate time commitment is 3-4 hours a month

Corporate Fundraising

- Contacts businesses and community supporters to coordinate revenue generating events
- Negotiates partnership rates to ensure a portion (if not all) of the funds raised are returned to the PTO
- Strives to meet or exceed the amount raised as identified in the annual goal
- Promotes events with flyers, social posts, and excerpts for weekly school newsletter
- Reports participation and earnings from each fundraiser
- TIME COMMITMENT Approximate time commitment is 3-5 hours a month

Family Events Lead

- Leads the coordination of two family-focused, after-hours events hosted by the PTO each school year.
 - Includes date selection, booking venues, selecting vendors, communicating updates to Mize families, etc.
- Delegates roles and responsibilities to other volunteers
- Looks for opportunities to raise additional funds (i.e., t-shirt sales, corsage/boutinier sales, etc.)
- Works within the budgeted allowance
- Promotes events with flyers, social posts, and excerpts for weekly school newsletter
- Reports participation and earnings from each event
- TIME COMMITMENT Approximate time commitment is 3-8 hours a month

Gift Cards

- Works with ShopWithScrip vendor to coordinate two fundraisers each school year via gift card sales

- Promotes fundraiser with flyers, social posts, and excerpts for weekly school newsletter
- Accepts orders and submits them to the vendor
- Coordinates distribution of physical gift cards
- Reports participation and earnings from each fundraiser
- TIME COMMITMENT Approximate time commitment is 5-8 hours a year

Graphic Designer

- Designs flyers, social materials and various other communications to distribute to Mize families
- Post communications to the Mize PTO Facebook channel
- Works with office staff to add content to newsletter, print flyers and distribute, as needed
- TIME COMMITMENT Approximate time commitment is 3-8 hours a month

Hawk Walk

- Works with Principal and school staff to schedule and coordinate the annual Hawk Walk Fun Run during school hours
- Recruits volunteers and delegate roles to them
- Proposes schedule of events for the day
- Utilizes budget for event to purchase treats/prizes for participants
- Promotes fundraiser with flyers, social posts, and excerpts for weekly school newsletter
- Reports participation and earnings from the event
- TIME COMMITMENT Approximate time commitment is 8-10 hours a year

Mizeapalooza

- Works with Principal and school staff to schedule and coordinate a fun-filled event for students and staff during school hours
- Recruits volunteers and delegate roles to them
- Proposes schedule of events for the day

- Utilizes budget for event to purchase treats/prizes for participants
- Promotes fundraiser with flyers, social posts, and excerpts for weekly school newsletter
- Reports participation and earnings from the event
- TIME COMMITMENT Approximate time commitment is 8-10 hours a year

Philanthropy

- Works with the School Counselor to partner with and organize community outreach projects
- Identifies and recruits volunteers & resources
- Supervises community outreach initiatives such as toy drives, food drives, etc.
- Reports participation and outcome of each outreach project
- TIME COMMITMENT Approximate time commitment is 3-8 hours a month

Secretary

- Records the minutes of all meetings and maintains a file of important documents.
- TIME COMMITMENT Approximate time commitment is 2-3 hours a month

School Supplies

- Works with 1st Day School Supplies rep (our school supplies vendor) and school admin to create grade level kits that are sold prior to the start of the new school year.
- Promotes fundraiser with flyers, social posts, and excerpts for weekly school newsletter
- Resolves issues that arise by working with 1st Day School Supplies rep
- Reports participation and earnings from the fundraiser
- TIME COMMITMENT Approximate time commitment is 10-16 hours a year

Spirit Wear

- Work with t-shirt representative to design, price, and order spirit wear to sell.

- Promotes fundraiser with flyers, social posts and excerpts for weekly school newsletter
- Reports results of each fundraiser
- TIME COMMITMENT Approximate time commitment is 10-18 hours a year

Staff Appreciation Lead

- Works with Principal and administration staff to schedule and organize appreciation events
- Allocates the budget to purchase tokens of appreciation for Mize staff
- Recruits and delegates to co-committee members and volunteers
- Creates Sign-up Genius forms to request donations
- Develops flyers, social posts, and excerpt for weekly school newsletter to communicate event details and needs
- Example Events
 - *Q1 Conferences*
 - *Appreciation Pies*
 - *Holiday Gifts*
 - *Q2 Conferences*
 - *Teacher Appreciation Week*
 - *Last Day*
- TIME COMMITMENT Approximate time commitment is 2-5 hours a month

Teacher Liaison

- Attends board meetings and acts as a liaison between Mize and the PTO.
- Collaborates with school staff, Principal, and parents to determine path and goals of the PTO.
- TIME COMMITMENT Approximate time commitment is 1-2 hours a month

Treasurer

- Collects, deposits, and disburses all funds according to the budget.
- Maintains a current record of income, expenditures & assets.

- Presents a financial report of income and expenses at each meeting, prepares a year-end financial report and files all required tax forms.
- TIME COMMITMENT Approximate time commitment is 2-4 hours a month

Website

- Manages the content of the website (via Wix Website Editor) keeping it up to date with PTO news, calendar, events, etc.
- Verifies annual Domain renewal through GoDaddy account.
- Collects and organizes the Directory information as obtained from the website form. Format it according to grade, teacher, and name by alphabet. Then distribute to office administrators for distribution
- TIME COMMITMENT Approximate time commitment is 2-4 hours a month

PTO Activities Calendar

1st Quarter		2nd Quarter	
August	<ul style="list-style-type: none"> • School Supplies • Back to School Night • Spirit Wear 	January	<ul style="list-style-type: none"> • Dine Out
September	<ul style="list-style-type: none"> • Teacher Grants • Q1 Conferences • Directory • Dine Out 	February	<ul style="list-style-type: none"> • Q2 Conferences
October	<ul style="list-style-type: none"> • Hawk Walk 	March	<ul style="list-style-type: none"> • Dine Out
November	<ul style="list-style-type: none"> • Family Activity #1 • Appreciation Pies • Gift Cards • Dine Out 	April	<ul style="list-style-type: none"> • Family Activity #2 • Mizeapalooza • Gift Cards
December	<ul style="list-style-type: none"> • Holiday Gifts 	May	<ul style="list-style-type: none"> • Teacher Appreciation Week • Last Day • Dine Out • School Supplies