

Committees Kerr

of the PTO



THANKS FOR SERVING

details of the gig below

From our bylaws (<http://bit.ly/KerrPTObylaws>)

Article V. Committees Summary, find the complete wording

- The Board may create any standing or special committee and appoint a chairperson to serve for each committee for 1 year. Committee chairs can be replaced by the Board.
- Chairs must be PTO members in good standing
- Chairs need to maintain notes/records of their activities—to be able to pass the information along to the next chair.
- All committee plans must be pre-approved by the board. Any purchase orders must be requested in writing to the board and committees must adhere to their approved budget. Money spent outside of the approved budget will not be reimbursed. The budget is voted on at the beginning of the school year—any budget changes need to be approved by a member vote.
- Any correspondence to parents or the community **MUST BE APPROVED BY THE PRESIDENT** before it is sent out—this includes flyers! Keep this in mind when planning on when to make copies.
- All money collected at any committee run event must be kept secure and delivered to the PTO Treasurer within 7 days.

Expectations From the Board:

- Committees should run pretty autonomously. Each committee/program has a board member liaison that will check in. Liaisons will work with each chair/coordinator on a Plan of Work document—outlining important dates & communication points.
- Be in touch and let us know what you are working on: give us little updates, answer questions if we ask, respond to emails within 24 hours (ish), etc.
- Let the board know if you need assistance.
- Meet deadlines that are set by the board—we are all busy volunteers. Complete the event/program summary within one week of the event/program.
- Communication is important (see the theme)
- General meeting updates are great, and if you can make meetings, that would be ideal. If not, provide a detailed update (when applicable) to the president at least 24 hours ahead of the meeting.

OUR CONTACT INFO:

board@kerrpto.org (goes to all of all below)

President@kerrpto.org

Secretary@kerrpto.org

VicePresident@kerrpto.org

Treasurer@kerrpto.org

KERRPTO.ORG lots of good info here

[FACEBOOK.COM/KERRPTO](https://www.facebook.com/KERRPTO)