

## Role of the PTO

*The purpose of a PTO is to encourage parents to assist with various school activities/functions/services, provide financial assistance where needs are identified within the school, foster a community atmosphere, and support the mission and vision of the school.*

## PTO CHARTER

Crescent View Academy's PTO meets monthly, mid-month, during school year. This could be a virtual meeting or face to face meeting at designated appropriate venue. The meeting generally lasts for an hour.

## STANDARD AGENDA

### Call to order-

**Meeting Minutes Review-** Previous month's minutes posted to website/page for review. Comments/questions/corrections- all noted.

**Parents Voice:** This is a 15-30 minute agenda item- Parents are to submit topics of discussion/concern to the Secretary one week before scheduled PTO meeting-failure to do so will result in topic held until next meeting if no time permitting. Action items noted when presented to membership.

**Old Business:** This will be 10-15 minutes to cover any outstanding old business, recap of events, or any follow ups related to events and fundraisers

**New Business:** This will be 10-15 minutes to discuss new business topics and assign/note next steps- volunteers for committees could be requested at this time.

### Adjourn

## CALENDAR OF EVENTS:

**August:** School generally start 2<sup>nd</sup> or 3<sup>rd</sup> week of August- a nice welcome back meeting should be planned in August or September, this gives new parents to CVA to begin getting involved- also share and bring their ideas and experience to our group.

**September:** Welcome meeting if not done in August

**October:** Fall event, Read-A-Thon or Walk-A-Thon

**November:** TBD/ Quran Competition

**December:** Science Fair- ongoing annual event, not PTO sponsored but does assist with gifts to judges, lunch to judges during the Science Fair Week.

**January:** Annual Fundraiser for the school. PTO funds the table party favors/ little take a ways for guests that attended. Generally \$1 per prize- estimated \$3-400 for expense.

**February:** National Hijab Day- February 1<sup>st</sup> of every year. PTO has sponsored this even the past \_\_\_\_ years and is an ongoing annual event. This month would also be the time to advertise recruitment of any upcoming vacant officer positions.

**March:** Accepting of Officer Nominations if applicable

**April:** Voting of Officer Positions

**May:** Ceremony for exiting and onboarding of new officers

**June/July:** Generally off school at this time, normally many families are travelling or out of the country- during this time if possible, Officers could meet to discuss upcoming years anticipated programs/events.

**Officer positions are held for 3 years. Rationale around this time frame would be year 1, new board working together, year 2 implementing any new events/programs, year 3 fine tune any events/programs for hand off to the new board.**

### **OFFICER/BOARD POSITIONS**

**PRESIDENT-** The role of President of CVA PTO is heavily focused on fundraising events. Committee groups to be created as needed. The President of CVA PTO is meant for support and oversight as well as engagement with parents- take in suggestions- bring to CVA PTO Board and or Principal as appropriate.

**VICE PRESIDENT** the Vice President would be working closely with President, this position would move up to the President role after the noted time frame of office being held. The VP position has a focus around new membership- thinks of ideas and events to get parents engaged with the school and PTO

**TREASURER-** CVA Treasurer may make deposits at bank on behalf of PTO. Treasurer does not have any signing capabilities. PTO Bank account is under the schools control, our Treasurer will maintain income and expenses for each PTO Program/Event and report to Board- then to Membership (via meeting or website) so they can see how successful event was and discussion for future improvement. Treasurer's report will not contain bank account balance info as this is under the control of the school and administration. *PTO Treasurer will present to membership in December and May of each year with tally's of money raised and expensed to support school.(added)*

**SECRETARY-** Secretary assists in creating monthly agenda's – ensuring any follow ups that need more discussion etc from meeting minutes of month prior. Captures the meeting minutes and distributes to officers within a week of the meeting for review and/or corrections needed. Final minutes to be posted on the PTO website/page? Secretary collects and maintains all contact information of members-shares this information with VP over membership.

**TEACHER LIAISONS (Does not fall into the 3 year term as Officer-can change yearly)-** preferred TWO CVA teachers needed to regularly attend PTO meetings and act as a liaison between the schools faculty staff and the parents and to keep PTO staff informed of classroom needs and issues.

**AD HOC COMMITTEES:** As CVA PTO does vary in membership- the following committees could be created and meet as needed for upcoming Programs/Events. It is **never expected** for parents/volunteers to spend their own money for events/programs of PTO. Before any expenses are incurred for any event/program- the budget for said event/program will dictate what can be spent- if the parent/volunteer chooses to not turn in receipts for reimbursement-that is their donation choice.

FUNDRAISING- Chair would be President- would look for volunteers if needed to meet for upcoming events.

MEMBERSHIP- Chair would be VP- would look for volunteers if needed for upcoming events.

ACTIVITIES- This is the board discussion as a whole when they meet to review annual school schedule of events.