



Prospect Mill Elementary School PTA, Inc.

Standing Rules

This is a working document and may be altered or changed by the executive committee at any time.

** This document is in addition to the bylaws not a replacement. (Revised 8/2017)*

Descriptions of Executive Committee Officer Duties – By Office

The president shall

- provide leadership, guidance and coordinate the work of officers, committee chairs and committees so that the goals of the PTA are realized
- prepare a calendar of events, activities and programs for the year with the executive committee
- work with the treasurer to prepare an annual budget to support events, activities and programs for the year with the executive committee or budget committee as appropriate
- sign all contracts for the association as the president
- have signature authority with the treasurer and one other member of the executive committee (VP or Secretary)

The vice-president shall

- partner with the president to keep a PTA Book of Events, this is a procedure book of all PTA events, activities and programs
- act as the Membership Coordinator for the PTA, chair the annual PTA membership drive supporting the National and or local PTA campaign, utilize all resources to increase membership and educate the parents and teachers
- coordinate the ordering of PTA membership marketing materials, assist with the PTA membership packets, create and maintain a current membership list, provide an updated list to the secretary at the start of all general PTA meetings
- print membership cards and distribute in a timely manner, partner with the treasurer regarding membership card ordering and submission
- set up membership table at PTA meetings and school events to be determined in partnership with the executive board
- ensure all Use of Facilities forms are completed, turned in and filed.

The secretary shall

- have a current copy of the bylaws & standing rules at all meetings
- be a part of the bylaws committee, prepare and submit when revisions are due
- record all minutes at executive board and general PTA meetings, type and email minutes to the Executive Committee & Board of Directors following the meeting within 5 days
- keep all meeting agendas to include list of unfinished business to be discussed
- present a secretary report at all PTA meetings, to include the reading and approval of the minutes from the previous meeting (board and general approved at next respective meetings)
- Maintain a secretary binder to include
 - ✓ copy of approved local bylaws
 - ✓ copy of approved standing rules
 - ✓ meeting sign in list – use current membership list in general PTA meetings as template
 - ✓ pending and approved meeting minutes
 - ✓ copies of all meeting agendas
 - ✓ copy of treasurer report
 - ✓ paper ballots, paper motions – as needed
 - ✓ current list of executive committee and board of directors

The treasurer shall

- have operational systems in place and hold PTA members accountable to these systems for cash management, reimbursements and any other related system
- present a written treasurer report at all PTA meetings with current and pertinent information
- be responsible for the integrity of the budget, update budget after each event, activity or program
- have custody of all PTA funds, receive and promptly deposit all PTA funds into PTA bank account
- have check writing/signature authority with the president and one other member of the executive committee (VP or Secretary)
- secure signatures of new officers for bank accounts
- partner with membership coordinator and secretary to keep accurate membership records, forward the state and national portions of the membership dues to the Maryland PTA as per the bylaws
- preserve all check requests, receipts, bank statements, and checks as per the Records Retention Timetable
- deliver to successor, all books and records, including historical records, promptly at the conclusion of your term of office

Executive Committee Member Guidelines

All executive committee members shall:

- conduct themselves in a professional manner at all school and PTA events
- practice effective and positive communication skills when representing the PTA
- follow up on all issues presented by PMES administration or parents, do best to answer all questions or connect with someone who will be able to help best
- be prepared to report at all Board of Directors and general PTA meetings
- attend all executive committee and general PTA meetings, notify president when unable to attend
- if assigned, as per your executive committee office, provide leadership, guidance and coordinate the work of committee chairs or committees for events, activities and programs so that the goals of the PTA are met – review committee chair guidelines, either for yourself or with chair selected
- follow all guidelines as written in standing rules of PMES PTA, as written and approved
- be up to date on National PTA and MDPTA website information, share and submit appropriate articles and information to PTA newsletter
- will maintain a binder containing a minimum of the following; executive committee contact information, bylaws and standing rules, calendar of events, annual and current budget, committee lists and current projects, meeting agendas and meeting minutes, resources to include national and local PTA guides
- approve all communication from the PTA to the school community, and obtain approval, as required, from the school administration prior to dissemination of such information.
- partner with the president to keep a PTA Book of Events, this is a procedure book of all PTA events, activities and programs

Board of Directors Member Guidelines

Members of the Board of Directors shall:

- be appointed by the Executive Committee
- attend PTA and Board of Director meetings
- shall oversee committees as designated by the Executive Committee and outlined on the “PTA Leadership Structure”
- shall support and assist Committee Chairs of their assigned committees in planning and executing their events/programs
- shall regularly communicate with the Executive Committee regarding the activities of their assigned committees and provide a report to general membership in the absence of the committee chair



In addition to supporting assigned committees, Directors shall:

- Director of Volunteers: assist with procuring volunteers for various events by helping with creating online signups and organizing volunteers for smaller events not under the umbrella of any one committee, such as Hearing Tests, Vision Tests, etc. when the school requests volunteers
- Director of Fundraising: ensure that committees have resources and ability to meet budgetary goals, and that funds are handled in accordance with PTA Bylaws
- Director of Services: assist with creating and implementing programs and events that provide a service to the community and work with the school to support their service initiatives
- Director of Programs: assist with programs that support the PMES community and ensure that all required supplies and funds are available and utilized as per the approved budget
- Director of Communications: ensure that all communication for PTA events and programs is shared with appropriate recipients in a clear, concise and professional manner, including but not limited to fliers, website postings, Facebook and social media postings, emails to members and community supporters, HCPS communications office via the PMES administration, as well as the Marquee updates on a regular basis
- Staff Representative: attend PTA meetings as needed, and share pertinent information with PMES Staff, in addition to serving as a liaison with the Staff and providing feedback to the PTA as requested
- Past President: mentor, advise and provide leadership support for current Board of Directors members, as needed/requested

Committee Chair Guidelines

All Committee Chairs shall:

- be a paid member of the PTA, always representing the PTA in a positive manner
- help fulfill the goals of the PTA as set forth by the Board of Directors and the Executive Committee, as is relevant to their committee
- attend whole-school events, such as Back to School Night, Sneak-a-Peek, etc. to help recruit volunteers for their committee
- maintain open lines of communication with the board of directors regarding committee meeting dates, times, and agenda, as well as summary of meetings
- maintain an up-to-date procedure book containing budget information, a plan of work for the current year, copies of all relevant contracts, use of facilities forms, and receipts/invoices.
- work cooperatively with the treasurer to achieve budgetary goals and stay within spending guidelines for their committee
- work cooperatively with the VP to complete any necessary Use of Facilities forms
- regularly attend and participate in general PTA meetings and provide a committee report to the general membership
- complete an end-of-year evaluation and turn it in to the Executive Committee by the end of the school year, along with a completed procedure book
- get approval from the Executive Committee & Director of Communications for all communication with the school community, including but not limited to flyers, emails, online postings, etc.
- partner with the president and VP include their committee's activities in the PTA Book of Events. (This is a procedure book of all PTA events, activities, and programs.)

Clarification of language in MDPTA bylaws

“Executive Committee” refers to the elected officers on the PTA, including President, Vice President(s), Secretary and Treasurer.

“Board of Directors” refers to the executive committee plus the principal, staff representative, and Directors of Volunteers, Communications, Programs, Fundraising and Services, as well as Past President as a mentor/advisor. This is the core team of the PTA.

“Committee Chairs” refers to those volunteers in charge of a specific event or program, ie: bulleted items listed under each of the “Director” positions below.

“Standing Rules” are more flexible than bylaws and may be changed at any executive committee meeting by a 2/3 majority vote. Standing rules do not have to go to the general membership for approval. Standing rules provide more detailed and additional information to the bylaws and are in addition to, not replacing the bylaws.

PMES PTA Leadership Structure

President

- Back to School Staff Breakfast
- Back to School Night
- SIT/SPA Rep

Vice-President

- Membership
- Directory
- Corporate Members

Treasurer

- Budget Prep
- Reimbursements
- Cash Receipts
- Teacher Gift Cards
- Procure Auditors

Secretary

- Meeting Minutes
- Record Keeping

Director of Volunteers

- Cafeteria Volunteers
- Beautification
- TAC

Director of Fundraising

- Bring-In/Give Back
- Laps for Learning
- Sweetheart Dance
- Family Fun Nights & Square I Art
- Chick Fil A Calendars
- Bingo
- Corporate & Community Donations
- Paint Nights

Director of Services

- Hospitality
- Yearbook
- School Supply Kits
- Community Outreach
- Spiritwear
- Staff Appreciation

Director of Programs

- International Night
- Talent Show
- Reflections
- Holiday Shoppe
- Breakfast Buddies
- Rock Walk
- 5th Grade Slideshow/ Gift

Director of Communications

- Marquee
- Website
- Good News
- Advocacy

Staff Representative(s)

- Attend PTA meetings
- Provide feedback for events held at school
- Share pertinent information with Staff

Past President

- Mentor
- Advisor

Board of Directors