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Alexander Graham Middle School PTO Committee Chair Descriptions

Student and Parent Support

6th Grade Committee (2 chairs) (active time July – May)

The committee chairs are responsible for scheduling a meeting in May with the grade level principal and lead team teachers to determine the needs of the class. Responsibilities vary from year to year, but chairs may be asked to provide needed supplies and other enhancements, communicate needs with 6th grade parents, host two parent coffees (Fall and Spring) during school hours to foster parent enrichment and communication, host a December Holiday parent lunch in multipurpose room, coordinate and provide volunteers for Field Day in the spring and volunteers to monitor the cafeteria several times throughout the year. The committee also posts the A/B Honor Roll each semester. They may be asked to provide treats throughout the year.

6th Grade Camp Bulldog (2 chairs) (active time July and August)

This back to school event is held in late August in conjunction with the 6th grade Open House. It serves as both an open house and an information fair for the students and their families. The committee chairs help plan, organize and execute the event and coordinate the involvement of other committees (Spiritwear, Hospitality, Corporate Rebates and Invest in Excellence).

6th Teambuilding Event (2 chairs) (active time August – October)

A 6th grade teambuilding event is held off campus in the fall (generally in October). The committee chairs help plan, organize and execute the event in conjunction with AG Staff. Additional parent volunteers are needed for chaperones on the day of the event. Last year, this event was held on 3 separate days due to the size of the 6th grade class.

7th Grade Committee (2 chairs) (active time July – May)

The committee chairs are responsible for scheduling a meeting in May with the grade level principal and lead team teachers to determine the needs of the class. Responsibilities vary from year to year, but chairs may be asked to provide needed supplies and other enhancements, communicate needs with 7th grade parents, host two parent coffees (Fall and Spring) during school hours to foster parent enrichment and communication, host a December Holiday parent lunch in multipurpose room if desired by the teachers, coordinate and provide volunteers for Field Day in the spring and volunteers to monitor the cafeteria several times throughout the year. The committee posts the A/B Honor Roll each semester. They may be asked to provide treats throughout the year.

8th Grade Committee (2 chairs) (active time July – May)

The committee chairs are responsible for scheduling a meeting in May with the grade level principal and lead team teachers to determine the needs of the class. Responsibilities vary from year to year, but chairs may be asked to provide needed supplies and other enhancements, communicate needs with 8th grade parents, and host two parent coffees (Fall and Spring) during school hours to foster parent enrichment and communication. They may be asked to provide treats throughout the year and help coordinate 8th grade events such as the Formal Affair dance in January.

8th Grade Celebration/Dance (2 chairs) (active time January – June)

The committee chairs plan, organize and execute an 8th grade celebration with DJ, decorations and invitations held at year end.

After School Clubs (2 chairs) (active time August – May)

The committee chairs coordinate instructors, participants, facilities and publicity for clubs in the Fall and Spring. Each club session runs for 6 weeks. Most clubs are run by AG staff but some outside vendors are contracted. Chairmen work closely with the staff liaison which is a paid position. Committee chairs are **not expected to be present when clubs are in operation**.

Back to School Packets (2 chairs) (active time July & August)

The committee chairs coordinate with the school and PTO presidents regarding information to be included in the Back To School Packets. Packets contain: Rights Handbook (AG), Emergency Card (AG), Insurance flyer (AG), PTO Presidents Welcome letter (PTO), Volunteer Form (PTO), Bulldog Club letter (PTO), Outreach supply drive ½ page (PTO), Consolidated Order Form (PTO), and printed envelope with checklist (PTO), and AG Directory opt out form. The Committee chairs organize volunteers for stuffing on the teacher workday before school begins. The Chairs obtain 1st block class lists and student agendas to distribute with Back to School packets. PTO presidents manage the printing/delivery of PTO documents for Back to School packets. Additional packets should be prepared and put in the front office for students enrolling midyear. 1400 packets were compiled for the 11-12 school year and additional ones created throughout the year.

Bulldog Club (sports boosters) (3 chairs) (active time August – May)

The committee chairs work closely with the school's athletic director to provide uniforms, equipment and other resources needed by the teams and coaches. The position begins early in the school year with the collection of dues, and with the assistance of the principal and athletic director determine the best use of funds throughout the year. They assist the athletic director with the planning of the sports banquets. The Committee chairs find team parent volunteers to manage concessions stand, serve as team parents. They are also responsible for purchasing and restocking FAT equipment at the beginning of each quarter. This is a large job so establishing parents who will serve multiple years is important. Co-chair should move up as chair each year.

Hospitality (2 chairs) (active time August – May)

The committee chairs, with Hospitality committee volunteers, supply refreshments, table centerpieces and host events as needed by the PTO and staff. These events include but may not be limited to Prospective Parents Events, Grade Level Coffees in fall and spring, Middle School Matters Events, and visits from other school counselors or dignitaries. Hospitality is not responsible for student recognition events (such as Honor Roll, NJHS, Camp Bulldog, etc).

Lost and Found (1 chair) (active time September – May)

The committee chair tidies the Lost and Found area housed in the cafeteria each month. The chair promotes and facilitates quarterly Lost and Found clean outs and delivers remaining items to a charity.

Middle School Matters (2 chairs) (active time September – May)

The committee chairs work with school principal and targeted speakers to find dates and programming for up to 3 parent education events during the year. Events inform and enrich the AG community. Past events include a panel of AG teachers discussing a day in the life of a middle schooler and answering questions from parents; a CMPD officer informing parents about the rise and risks of Sexting and Texting; a presentation on BYOT (Bring Your Own Technology); and a panel of local FBI agents, principal, and parents on social media.

National Junior Honor Society (1 chair) (active time September – May)

The committee chair works closely with a designated guidance counselor. The chair maintains the bulletin board outside the cafeteria with volunteer information and helps organize the National Junior Honor Society event at MPHS auditorium to honor inductees in May. The Hospitality committee provides the refreshments.

Odyssey of the Mind (1 or more coaches) (active time September – April)

The OM coach conducts a school wide application process for the OM team at the beginning of the year, meets weekly after school with the team and manages the OM team's PTO budget by collecting dues and requesting checks for registration, etc. The number of teams depends on student interest and parent leader commitment.

Inreach/Outreach Committee (3 to 4 chairs) (active time September – May)

The committee chairs work closely with guidance counselors to provide assistance to families in need within our school. Activities include back to school supply drive, Candemonium and Street Turkeys at Thanksgiving, and holiday sponsor program, as well as stocking and maintaining the clothing closet and food pantry. The Inreach/Outreach committee also supports the Bulldogs Matter afterschool program and other school programs as needs arise.

Prospective Parents (2 chairs) (Active time September – February)

The committee chairs work with AG administration to plan two Prospective Parent events (in December and January). Both events are held in the multi-purpose room. Chairs may help in printing of folders and coordination of speakers for the events. The chairman assists with distribution of information via email to feeder schools. Food is provided by the Hospitality committee.

School Tours (2 chairs) (active time January – April)

The committee chairs organize and facilitate large group tours at the conclusion of the daytime prospective parent event. Additional small group tours are given on the first and third Wednesdays from 1-2pm, January through early April. The committee chairs also conduct private tours as needed for visiting families.

Student Council (1 chair) (active time September – March)

The committee chair will assist the student council staff liaison with two projects: counting ballots in the fall elections and coordinating the carnation sale/fundraiser for Valentines Day. Funds do not run through PTO accounts.

Student Recognition (2 chairs) (active time September – May)

The committee chairs work closely with guidance counselors and help with quarterly student recognition events. Each quarter during the year, an honor card event is held for students that have maintained positive behavior as designated by guidance counselors. Volunteers are needed to create and execute fun events for the students. The Committee also is responsible for printing and providing gift cards for “Braggin’ on a Bulldog” program.

Staff and School Support

Art Support (1 chair) (active time September – May)

The committee chair coordinates volunteers for mounting and hanging of student art throughout the school (including the front office). The chair is also in charge of maintaining the glass cases in the front hallway. The art should be changed periodically.

Campus Beautification (2 chairs) (active time July – June)

The committee chairs coordinate campus beautification, gardening, and landscaping needs. They organize periodic campus clean-ups and landscape projects with the committee and other outside volunteers as needed. They coordinate volunteers to do year-round watering for containers, as well as maintain an ongoing relationship with a contracted landscaper. The committee chairs are the point persons for capital improvement projects that might be conducted by outside contractors or an Eagle Scout.

Copy Shop (1 chair) (active time August – June)

The committee chair organizes a group of copy shop volunteers to make copies for teachers and staff (currently 9 – 11am and 1-3pm on M, T, Th; times to be confirmed with administration). The chairman provides blank work order forms in the teacher workroom and keeps a blank form in the copy shop binder. The chair informs teachers about copy request procedures in a Back to School email. Activity is heavy at the beginning and end of the semesters.

Media Center (2 chairs) (active time September – May)

The committee chairs organize media volunteers to assist with various media center needs. Shifts are weekly/monthly 8-8:30, 11-12, 12-1:30 to assist with check out and reshelving. Volunteers help with the reward book reading program, Bulldog Bites, and the Scholastic book fair held in the spring on campus.

Office Volunteers (1 chair) (active time August – June)

The committee chair organizes office volunteers to assist in the front office. Office volunteer duties include checking in/out students, filing, helping in the health room and other duties. The chairman prepares a training document for volunteers, sends weekly shift reminders and stocks the health room supplies.

SchoolMates (2 chairs) (active time July – May)

The committee chairs meet with staff at our partner school, Sedgefield Middle School, to determine what we can do to support their students and staff. Previous activities include fundraising through Invest In Excellence, a back to school teacher breakfast in August, a Fall treat, holiday gift, and a teacher appreciation lunch in the Spring. The committee is in a relationship building phase with the goal of more reciprocal interaction for the future.

Staff Appreciation (3 chairs) (active time August – May)

The committee chairs, with a staff of volunteers, assist with planning and food preparation for monthly Staff Appreciation events. Chairs meet with Bob Folk at the beginning of the year to discuss menus. The first event is a Back to School luncheon before school begins. In addition to monthly events, the committee also prepares two Bus Driver Breakfasts coordinating with Mr. Busick (Transportation), and one dedicated Staff Appreciation week in the spring. The chairs delegate to committee volunteers to coordinate one to two events per year.

PTO Administration and Communication

Directory (1 chair) (active time July – October 1st)

The committee chair creates an “opt out” form, builds a database from school source data and edits the database based on forms returned. The chair also formats information and ads, facilitates the printing process with goal of distributing the directory to students by October 1.

Bulldog Bulletin (1 chair) (active time July – June)

The committee chair formats and sends out weekly email bulletins, based on content supplied by other committee chairs, each Wednesday to parent subscribers. The chair monitors AGPTO email account.

Legal (1 chair) (active time July - June)

The committee chair advises on PTO actions.

Legislative (1 chair) (active time July – June)

The committee chair advises the PTO and communicates with parents on issues affecting schools at the local, state and national level.

Marquee (1 chair) (active time July – June)

The committee chair posts school information on the AG marquee approximately every other week.

Media Relations (1 chair) (active time August – June)

The committee chair serves as a liaison between AG and external news media to promote a positive image of AGMS to the community. Story ideas and photos are collected from staff and other PTO committees, and sent to list on news media contacts to gauge interest. Might assist new media representative with collecting additional information (set up interviews, photo opportunities, etc.).

Nominating (1 chair) (active time January – March)

The committee chair works with the PTO vice presidents to create a seven person committee to recruit volunteers for the following year's PTO executive board.

PTA Membership (1 chair) (active time July – October)

The chair receives parent and PTO membership forms from the Back To School packets and registers parents. The chair will also create and distribute a form for teacher memberships. The majority of names are uploaded by September 15th with remaining names entered by the 15th of each month.

Volunteers (1 chair) (active time July – October)

The committee chair revises, if needed, and sends out a volunteer form for PTO involvement in the Back To School packet. The chair organizes responses in a database and distributes responses to corresponding committee heads in a timely manner. The chair sends a confirmation letter by email to all volunteers. Chair is also responsible for checking the PTO box throughout the year for forms from parents of new students.

Website/Information Technology (1 chair) (active time July – June)

The committee chair manages the PTO website. The chair works closely with PTO presidents.

Yearbook (1 chair/Business Manager) (active time mostly in late spring)

The committee chair works closely with the Yearbook Advisor to account for funds (inflow from ad sales and onsite yearbook sales, outflow to Josten's) and balances funds against PTO records. The chair also coordinates and recruits volunteers for distribution of purchased books in late May and onsite yearbook purchases, including teacher purchases for one week of lunchroom sales in late May. Works with administration in coordinating and tracking scholarship books.

Fundraising

Ad Sales (1 chair) (primary active time June – September)

The committee chair takes orders for ads for school yearbook and directory. The same ads will be used for both publications in an effort to streamline the process. Ads should be secured during the summer months so production of directory is timely.

Book Fair (2 chairs) (active time September – December)

The committee chairs organize and staff the school Book Fair held onsite at book store (typically Barnes and Noble). The chairs work closely with Kevin Washburn in the media center and with parent volunteers promote the Book Fair and coordinate Family Days and Events at the store during the Book Fair weekend. This may involve planning the AG Coffee House on Friday night (Pep Band performance, Choir performance, and working with staff to set up poetry readings), staffing Family Day on Saturday, coordinating AG cheerleaders / student council members to wrap gifts, coordinating a table for teachers and volunteers to sign double-FAT coupons, and hanging artwork at the store for the AG Art Showcase. Proceeds from Book Fair are given in form of a gift card to the Media Center.

Corporate Rebates (1 chair) (active time August – May)

The committee chair oversees fundraising programs such as Boxtops, Harris Teeter VIC, etc.

Invest in Excellence (2 chairs usually President-Elects) (active time July – January)

Main fundraising effort which is organized, marketed and overseen by the President-Elects and Treasurer-Elect.

School Store (2 chair) (active time July – May)

The committee is responsible for the school store "The Pup Tent." The store sells spirit wear and school supplies two or three days each week from 8:00am - 8:30am. Spirit wear is also sold at certain school-wide events (which include Camp Bulldog, Prospective Parents events and Holiday sales). Committee chairs order or purchase all items including spirit wear and school supplies. Chairs are also responsible for scheduling volunteers for the standard store hours, staffing special events, processing deposits and maintaining the pencil machine in the cafeteria.