

Montgomery Junior High PTO

2024 - 2025 Positions

Below is a brief summary of all of the PTO board and committee positions. The term of all offices shall be for two school years unless uncontested, beginning July 1st through June 30th. All positions are up for election each year.

Executive Board:

- **President:** Coordinates the work of the officers and committees and presides at all meetings, serves as contact for the school principal, and represents the PTO at all meetings outside the organization. The President shall have previously served on the MJH Executive Board or previously been president at the elementary level.
- **Vice President:** Carries out duties to support the activities of the President and performs duties in the absence of the President.
- **Secretary:** Maintains a complete and accurate file of all records of the MJH PTO which includes General Membership and Executive board meeting minutes, election and appointment of officers, by-laws, standing rules, membership lists and any other necessary documentation. Makes such records available for inspection and copying on request by any member.
- **Treasurer:** Manages all financial business of the PTO by establishing banking relationship, responsible for all funds and financial records, makes deposits, disbursements, collects all membership dues, makes income and expense reports, and develops system for all members to follow when submitting request for reimbursements, presents financial report at all meetings and ensures that taxes are filed and paid as necessary.

Committee Coordinators:

- **Spirit Wear Coordinator:** Attend board meetings and provide monthly updates, keep accurate inventory of Spirit Wear items through WIX (update weekly on Fridays after lunch, manage order process. Receive order forms, tally orders and monies, delivered to students during Friday lunch. Update Spreadsheet on the PTO google drive monthly with the inventory numbers to report accurate data to present at monthly PTO meetings. Be present to receive orders, count and sort through items and stock items in shelves. Prepare items and booth necessities for events when Spirit Wear is sold (bags, squares, cash, pens, price list, germX, duct tape, painters tape ect.) If unable to attend an event, advise the volunteer Coordinator or set up a signup genius for volunteers. Maintain a complete file of all inventory forms, paid invoices, order forms, etc. Be available to sell at events such as Schedule Pickup, Meet the Teacher, every Friday

during the school year, Home Football Games, Home Basketball Games, Home volleyball games and other various events throughout the year.

- **Volunteer Coordinator:** Keeps record of all volunteers. Creates sign-up genius' for all volunteer activities. Acts as liaison between PTO and MJH to provide volunteers for school events, makes sure all volunteers are aware of MJHS volunteer procedures as outlined by the school district, and provides lists of volunteer's contacts to committee chairs.
- **Hospitality Appreciation Coordinator:** Assists the PTO in planning events to show appreciation to the teachers and staff of MJH. Responsible for organizing gifts and delivering gifts for specific appreciation days such as nurse, librarian, secretary, counselors, principals, etc. days.
- **Student Birthday Coordinator:** Responsible for creating flyers for the PTO to post on social media promoting Birthday Grams. Provide the PTO with a list of items needed for the birthday grams. Assembling birthday grams, writing cards and then delivering them to campus.
- **E-News:** Receives information from all PTO coordinators and MJH to distribute via a monthly Newsletter. Responsible for creating a monthly informative Newsletter to send to all PTO members.
- **Teacher Birthday Coordinator:** Retrieves teacher roster with birthdays and favorites list from the PTO. Decides how many times a year they would like to celebrate birthdays. Decorates the mail room with a theme and a treat for all staff on campus. Create a flier to celebrate the date specific Birthdays. May provide an extra treat for teachers who are being celebrated in a particular time frame.
- **Veterans Day Celebration Coordinator:** Works closely with school staff and aids in the production of veterans Day. Responsible for coordinating golf carts, chair rentals, ordering coffee and decorating the front entrance and placing flags outside of the building. Aids wherever help may be needed.
- **Spirit Night Coordinator:** Contacts local restaurants/businesses to host a Spirit Night once a month. Creates fliers and posters to promote Spirit Nights.
- **Spring Fundraiser Coordinator:** Responsible for researching and presenting ideas for the Spring fundraiser to the PTO board and Principal for approval. Creating a budget. Creating letter templates such as: promoting the events, donation requests, expectations of clubs, boosters and businesses. Creating a list of items needed for the event for the PTO to purchase. Contacting and ordering food trucks, game trucks, inflatables, ect. Recruiting volunteers, to set up, run and clean up for the event. Create and manage the schedule for the event. Maintaining appropriate records