

# Montgomery Junior High 2022- 2023

## Positions

Below is a brief summary of the positions that are available for the upcoming 2021-2022 school year. If you are interested in any one of these positions, please submit your interest for Nominations Chair at [mjhptol@gmail.com](mailto:mjhptol@gmail.com) . Include your name, incoming grade, contact information and position desired. The term of all offices shall be for one school year beginning the first day of summer vacation and ending the last day of school. **All positions are up for election each year.** Thanks in advance for your willingness to serve MJH and we hope to see you then!

### 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 another MISD Board.
- **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 include General Membership and Executive board meeting minutes, election and appointment of officers, by-laws, standing rules, membership list and any other necessary documentation. Makes such records available for inspection and copying on request by any member, and conducts all correspondence as requested by the President and Executive Board.
- **Treasurer:** Manages all financial business of the PTO by establishes 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 requests for reimbursements, presents financial report at all meetings and ensures that taxes are filled and paid as necessary.

### COMMITTEE COORDINATORS

- **Spirit Wear Coordinators:** Chair and Co-Chair-Responsible if applicable are responsible for keeping inventory of all spirit wear products, organizes paperwork, delivers orders. Presenting new designs and items to the board for sale of items. Arranging to sell spirit wear at any event such as schedule pickup, back to school breakfast, all ball games and Friday lunches. Coordinate for volunteers to help sell at all of these events also.
- **Volunteer Coordinator:** Recruits volunteers at various Membership drives, coordinates and keeps record of all volunteers, 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 policy, and provides lists of volunteer's contacts to committee chairs.
- **Hospitality Coordinator:** - Plans events to show PTO appreciation to the school teachers and staff. Responsible for organizing teacher/staff beginning of the year breakfast, luncheon, monthly birthdays, and end of the year luncheon and gifts.
- **Teacher Sonic Drink Coordinator:** - Retrieves teacher roster drink list at the beginning of the year from the principal's secretary. Coordinates with Sonic rep which includes making a list of names and drinks and delivering to Sonic a couple of days prior to picking them up on Fridays. Makes teacher tags for the drinks which includes teachers name and name of drink and attach to drinks and delivers to school for delivery to teachers.
- **8th Grade Celebration Coordinator:** - Coordinates all aspects of the 8<sup>th</sup> grade celebration; responsible for choosing theme, decorations, food & beverage, giveaways, souvenirs, pictures booth, fun jumps, door prize giveaways & clean-up.(This takes place during school)
- **Membership Coordinator:** - Organizes a membership drive at schedule pick-up, meet the

teacher and parent orientation working closely with the Volunteer Coordinator, keeps a current and up to date roster of all members, confirms payments of membership with the Treasurer, provides E-News chair with a list of members for the E-News PTO Blast and provides list of volunteers to Volunteer Coordinator. Computer (Microsoft Excel) skills are recommended.

- **E-News / PTO Blog:** Develops and maintains the PTO website which includes general info about PTO and MJH and distributes a weekly informative E-Blast to all PTO members. Receives information from all PTO coordinators and MJH to distribute via the E-News blast.
- **Fall Dance Coordinator:** - Coordinates all aspects of the fall dance (for 7<sup>th</sup> and 8<sup>th</sup> Grades) keeping in mind that this is the PTO's biggest fundraiser of the year. Responsible for choosing a dance theme, decorations, food & beverage, ticket sales, souvenirs, pictures & clean-up.
- **Schedule Pick-Up Coordinator:** Organizes and coordinates schedule pick-up for incoming 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Typically there are co-chairs of one 6<sup>th</sup>, 7<sup>th</sup> & one 8<sup>th</sup> grade parent.
- **Veterans Day Coordinator:** Works closely with school staff and aids in the production of Veterans Day. Responsible for coordinating volunteers to help with entry decorations, serving and greeting veterans and aids with clean-up.
- **6<sup>th</sup> Grade Dance Coordinator:** Coordinates all aspects of the 6<sup>th</sup> grade dance. Responsible for choosing a dance theme, decorations, food & beverage, ticket sales, souvenirs, pictures and clean-up.
- **Fundraising Coordinator:** Coordinate all aspects of fundraising activities including candy gram and boos bags sales. The PTO is also implementing a new Sponsorship Fundraisers. The coordinator would be responsible for tracking all of the information relevant to sponsors including payment information and distribution of any applicable benefits.