

# Brooklyn PTO Standing Committees

## Four Committee Chairs = Executive Board Members

### 1. Fundraising Committee

- Chair (EB):
  - Maintain up-to-date calendar of annual fundraisers
  - Lead committee discussion to determine which fundraisers should be offered
  - Assure proper cash controls for all revenues
  - Actively seek out new fundraiser ideas & research new opportunities
- Members:
  - Leads for each Fundraiser:
    - Square 1 Art
    - Bucky Books
    - School Supply Boxes
    - Lids & Labels
    - Beat the Winter Blues
    - Wisconsin Winter Plunge
  - Send details about fundraisers to Communications Chair for dissemination
  - Carry out fundraiser logistics

### 2. Family & School Engagement Committee

- Chair (EB):
  - Maintain up-to-date calendar of annual events and activities
  - Plan and manage events that welcome more parents into the PTO
  - Manage volunteer sign-up system for all PTO events
  - Assure proper cash controls for all revenues & expenses
  - Recruit & coordinate "Teacher Rep" volunteers
  - Lead committee discussion of potential new projects that would engage more families and community members in healthy, active events and initiatives
- Members:
  - Leads for each event – Coordinate & execute community-building activities:
    - Picnic on the Playground
    - Fall Dance
    - Share Fair
    - Operation Joy
    - Teacher Appreciation
    - Teacher Conference Meals
    - Spirit Wear
    - Family Directory data collection & dissemination
  - Send details about fundraisers to Communications Chair for dissemination
  - Coordinate Family Directory annual data collection & dissemination
  - Recruit and identify potential new PTO members, officers, and volunteers
  - Act as a point of contact for parents & staff who want to know how to get involved
  - Raise awareness about PTO generally via informal conversations with parents and the community

### 3. Community Outreach Committee

- Chair (EB):
  - Build connections between the PTO, school, and greater Brooklyn/Oregon communities
  - Act as liaison between Brooklyn PTO and other OSD PTO groups
- Members:
  - Post/disseminate PTO communications in community locations

- Connect with the Brooklyn Chamber of Commerce, Oregon Observer, local community rec coordinators, and other local organizations and leaders
- Find opportunities to welcome community members into school activities and fundraising projects
- Find opportunities for students to get engaged through community service projects

#### **4. Communications Committee**

- Chair:
  - Coordinate dissemination of PTO information within the school and larger community
  - Receive event/project/fundraiser information from leads and incorporate it into outward facing communications
  - Manage strategic communications plan to build support for and engagement in PTO and school activities
- Members:
  - Manage communication platforms: PTO eNewsletters, website, social media
  - Coordinate Bobcat Briefs submissions
  - Coordinate dissemination of print flyers within school

#### **Two standing committee chairs not on Executive Board:**

*These committees' functions occur during specific times in the annual cycle and don't need to convene year-round. However, they are not ad hoc committees because they will continue to be needed each year.*

#### **Budget Committee**

- Finance & Budget Chair:
  - Assist treasurer in managing annual budget
  - Coordinate annual year-end reconciliation
- Members:
  - Develop draft annual operating budget for approval by executive board. Tentative annual budget to be presented each May.
  - Assist in annual year-end reconciliation
  - Support all PTO members in carrying out proper cash controls at all events and activities

#### **Nominating Committee**

- Nominations Chair:
  - Lead annual nomination process for PTO officers and committee chair volunteers (Slate of nominees presented each March, elections in April)
- Members:
  - Participate in annual nominations process
  - Recruit and identify potential new PTO members, officers, and volunteers