

Board and Committee Descriptions

PTO Executive Board Officers

PRESIDENT: presides at PTO meetings; coordinate the work of the PTO officers and committees; must have served on the current PTO board at least one year before assuming this office.

VICE PRESIDENT: performs the duties of President if the President is unable; advises on parliamentary procedure; serves as chairperson of the Tellers for elections and of the Expenditures Committee; organizes silent fundraisers (i.e. Kroger, Tom Thumb, Cici's Night, etc.)

SECRETARY: records minutes of meetings and provides typed copy to board members; reminds board members of meetings; takes attendance at all meetings; handles necessary correspondence; assists in preparation of the PTO calendar.

TREASURER: responsible for general bookkeeping; coordinates the handling of money for the fundraisers; prepares and presents financial statements and annual report; files required IRS reports and forms; responsible for the pencil machine.

PROGRAMS COMMITTEE: coordinates programs for the general meetings and student body programs for the purpose of curriculum enrichment (i.e. Young Audiences, etc.).

MEMBERSHIP COMMITTEE: publishes the school directory; sells directory ads; one person from this committee also serves as chairman of the nominating committee in the spring. .

PUBLICITY COMMITTEE: submits written articles and pictures of school events to the local papers; collects and preserves all records and photographs of PTO events for the year; responsible for the bulletin boards and display cases.

NEWSLETTER CHAIRPERSON: produces, copies and distributes the monthly newsletter.

HOSPITALITY COMMITTEE: coordinates special PTO functions or events which require refreshments and /or food ("Welcome Back" Breakfast for the teachers, Texas Public Schools Week Open House, "Boo-Hoo Breakfast," etc.).

HEALTH AND WELFARE COMMITTEE: coordinates activities for Red Ribbon Week and Veterans' Day Program; obtains after-school transportation information from K-2 grade teachers the first week of school and ensures the students are familiar with their after-school procedures; coordinates the school-wide holiday service project for the needy.

HOME ROOM COMMITTEE: organizes the room parents and advises them on classroom parties and duties; organizes the Staff Appreciation Luncheon, monthly teacher birthday treats; coordinates the student emergency phone lists.

VOLUNTEER COMMITTEE: compiles and submits volunteer forms (i.e.: criminal history) as required by CISD; provides PTO committees with lists of volunteers. A working knowledge of database programs is desired for at least one of the members of the committee.

FUNDRAISING COMMITTEE: oversees the annual school giving campaign.

SCHOOL SUPPLIES COMMITTEE: organizes the spring pre-sale and fall distribution of school supplies.

SPIRIT WEAR COMMITTEE: organizes the sale and distribution of school spirit wear.

BOOK FAIR COMMITTEE: assists the librarian with the Book Fair in the Fall and Spring.

FIELD DAY COMMITTEE: organizes the field day events including games and refreshments; works with the Mockingbird teachers to replenish the recess bags in each classroom as needed in the fall.

MOCKINGBIRD FAMILY HOLIDAY COMMITTEE: organizes the holiday event and coordinate the efforts of the various PTO Board committees involved.

SKATING PARTIES COMMITTEE: oversees the scheduling, publicity and incentives for the skating parties.

PTO COORDINATORS

Office and Copy Coordinator: coordinates the volunteer staff needed to assist the school secretary; organize the volunteers to copy materials for classroom teachers, PTO newsletters and other school handouts.

Library Coordinator: coordinates the volunteer staff needed to assist and aid the librarian with her duties in the library.

Publishing Company Coordinator: with the advice of a faculty volunteer, publishes original literary works of the students at Mockingbird Elementary.

One-on-One Coordinator: coordinates volunteers for the One-on-One Volunteer Program, which is designed to aid Mockingbird students who may need individualized attention on specific skills and assignments.

Physical Education Coordinator: assists the P.E. teacher in coordinating volunteers, events, equipment, etc. that are a part of the P.E. program.

Recycling Coordinator: promotes the paper recycling effort through regular newsletter articles and a bulletin board display.

Parade Coordinator: organizes the Mockingbird float in the Homecoming parade.

Science Night Coordinator: organizes and maintains the science lab and Foss Kits; assists with Science Night or Science Fair; assists with scheduling science programs for the students.

Grade Level Program Coordinator: coordinates volunteers to assist teachers in the production of grade level programs (ie musical programs, Spanish program, etc.)

Yearbook Coordinator: coordinates the publication of the annual Mockingbird yearbook.