

Grade Parent Representative Responsibilities:

1. One (1) representative per classroom.
2. A representative will be selected randomly for each classroom from the parents who sign up to be a Grade Parent at the beginning of the school year.
3. Each grade parent will be responsible for touching base with their classroom teacher and relaying any important information from PTO.
4. Each grade parent will be responsible for relaying any ideas, concerns, suggestions, etc from their classroom teacher to their Lead Grade Parent Representative
5. One (1) Lead Grade Parent Representative from the K-2nd Grades and one (1) Lead Grade Parent Representative from the 3rd-6th Grades will be selected from all the Grade Parents to represent their group at the monthly PTO meetings as needed.

Committee Chair:

1. Each fundraiser/event will have a Committee Chairperson.
2. The chairperson will head up the committee on behalf of the PTO Board.
3. The chairperson will attend PTO meetings, as requested, to report how the fundraiser/event is coming along.
4. A projected budget will be made and presented to the PTO Board for approval.
5. The chairperson is to meet with the committee and organize the fundraiser/event, including but not limited to: decorating, projected budget for the event, purchasing supplies, recruiting helpers, layout of the grounds, time schedule, etc.

Hospitality Committee:

1. Need a leader per team to contact their parents to coordinate monthly meals for the staff members.
2. Leaders will need to meet and discuss possible meal options per month.
3. Dates will need to be verified with the school secretary.
4. A list of dates and meals should be posted upstairs in the workroom (at the library) and in the lounge downstairs. It would be nice if a note was typed up and given to each staff member so they can post it in their classrooms or on their desks.
5. May work with the Executive Board to do a Teacher Appreciation normally held during the month of May for the staff.
6. A budget will be presented yearly.
7. Only One (1) leader needs to be present at the monthly, or as requested, Executive Board meetings.
8. Leaders are responsible for setup and clean up on meal days.