

President or Co-Presidents:

In Bylaws:

- Preside at all meetings of this PTSO and the executive committee
- Perform such other duties assigned by the PTSO
- Appoint and supervise the PTSO representatives and chairpersons of special committees
- Coordinate the work of the officers, representatives, and committees of this PTSO
- Have responsibility with the Treasurer for signing checks

Vice-President or Co-Vice-Presidents

In Bylaws:

- Serve in the absence of the President(s)
- Support and work closely with the President(s) and Executive Committees
- Aim to serve as the incoming president for the following year/s

Secretary

In Bylaws:

- Maintain the minutes of all meetings of the PTSO
- Conduct correspondence as required and requested

Other:

- Renew and maintain business filing with the state of Utah annually
- Create agendas
- Forward agendas/minutes to Bev/front office to be posted under PTSO tab on TMJH website.

Treasurer

In Bylaws:

- Have custody of and be responsible for all funds of this PTSO
- Submit a budget for approval by the Executive Committee before the first general membership meeting
- Submit to the Executive Committee for approval any expenditure not included in the budget
- Make a financial report at every general membership meeting
- Submit a full, written financial report to the incoming Executive Committee at the close of the fiscal year

Other:

- File the 501c3 tax return (Form 990-N, *Electronic Notice (e-Postcard)*) by the end of June or before.

Communication Membership Coordinator

In Bylaws:

- Conduct a membership drive at the beginning of the school year
- Maintain an email list of students/parents to provide this for the directory and newsletter.
- Send group email messages for the PTSO Executive Committee

Other:

- Donation drive can be conducted at Registration, during the school year, and/or at the end of the year before the next Registration.
- Generate SignUp Genius blasts.

Other Roles not in the ByLaws:

Social Media Point Person:

- Post on the TMJH Parents FB page.
- Utilize other social media to communicate with parents.

New Ideas Committee Chair:

- Idea generation and planning for new events.

Mini-Grants Committee Chair:

- Chair a committee that approves and recommends teacher mini-grant proposals.
- Help teachers generate PCEF and TMJH grant proposals.

Reality Town Committee Chair:

- Work with school counselors to sign up volunteers for the 8th grade activity that resembles the game of Life.

End of Year Celebration Committee Chair:

- Plan and EoY celebration. Leadership class may participate in the planning and execution of plans. If so, working with Leadership class and teacher.

Science Fair Liaison:

- Help advertise the science fair at Treasure Mountain.

Spelling Bee Liaison:

- Help advertise the bee, and help administer the qualifier test at TMJH.

Corporate Programs Point Person:

- Renew and advertise our Smiths and Amazon contracts. Periodically share the status of the fundraising avenue through the weekly newsletter.

School Community Council Liaison:

- Apply with the Principal for this.

Staff Appreciation Committee Chair:

- Plan a full week of appreciative gestures.

Conference Meals Point Person:

- Organize a potluck dinner 2 times a year.
- Create sign-ups for testing snacks.

Honor Roll Committee Chair:

- Plan and distribute Honor Roll treats 2 times a year.

Newsletter Point Person:

- Create and update a weekly newsletter distributed via email app.

PCEF Liaisons (2)

- Pass along info from PCEF.

Running with Ed Transition Point Person:

- Work with Bev in the front office to come up with a theme, and help organize and run the transition.

Underwriting Committee Chair:

- Reach out to parents and community for specific event underwriting needs.

Hallway Monitor Point Person:

- Sign up parent volunteers for hallway monitors during lunches.

Social Committee Chair:

- Create parent group.
- Plan student dances in the event the Leadership Class doesn't plan them.