

## Role of a Committee Chair:

The following is an overview of the expectations for a committee chair to clarify the position and to improve consistency throughout the PTO.

Contact your team of volunteers using the sign-up sheets from the Welcome Coffees or Volunteer List (compiled from both the sign-up lists and Back to School forms) ASAP, even if the event isn't until the spring. Send a note or email to acknowledge their participation and give an estimated time as to when you will contact them to start organizing the event. This will help solidify their commitment and ensure that they mark their calendars.

Before your event, send an email to remind your volunteers of their responsibilities. Remember, lots of notice ensures good participation! Try to give ample opportunity to have your volunteers show their expertise. Make them feel part of the process. Maintain good communication with the PTO officers! We love to get updates to let us know how things are progressing (especially if you're new in the position). Let us know if you want to change the event in any way; we may have some history that might be helpful.

Try to attend a PTO meeting to make a report prior to your event. If you are unable to attend the meeting, send us a written summary and we'll present it for you. We would particularly like you to attend the meeting after the event and present your summary at the meeting. Again, if you can't make it, send us the written report (in the Committee Follow-Up Sheet) and we can present for you.

If you are short on volunteers, try recruiting through the PTO Weekly, one-time project volunteers from the Volunteer List, and/or ask us! You can send your post to [ptoweekly@pvsd.net](mailto:ptoweekly@pvsd.net) by Thursday afternoon, for it to be printed in the Sunday post.

Try to stay within budget. If it looks like this might be difficult, talk to us before you spend the money!

After your event, send a list of all volunteers who helped to the school PTO president. We'll make sure that information is posted in a "Thank you" post in the PTO Weekly.

Be sure to also thank your team after the event! If you've used a Signup Genius, it's easy to send a message out to volunteers through the app.

Complete the Committee Follow-Up Sheet after your event. We can then pass the information on to the next chair, and we can use the information for budgeting purposes.

Keep track of your expenses and reimbursements. Turn in receipts with the PTO Reimbursement form within 60 days. Anything over \$100 must have a receipt or you will not be reimbursed. Even if you plan on donating the expense, we still need you to turn in a completed reimbursement form. We need the information for planning purposes. The Reimbursement form and receipts can be put in the PTO mailbox at the school, or you can scan and email to your PTO President, OR you can take a picture of the forms and email to your PTO President.

Keep your eyes open for good leaders for next year or consider being a chairperson for the same event next year!! We appreciate your time and efforts in supporting our staff, kids and schools through the PTO. We couldn't do it without you!