

Tanglewood Elementary PTA Standing Rules

Additional Vice Presidents Duties:

- 1st Vice President shall secure a room representative(s) for each homeroom, coordinate the projects of the homeroom representatives, and report the needs of the rooms to the Executive Board.
- 2nd Vice President shall serve as the overall coordinator of all volunteer activities, assist the president in the organization of the parent packet, keep an accurate record of all volunteer hours, and assist the president and principal with the coordination of all volunteer opportunities at the school.
- 3rd Vice President shall conduct the membership enrollment campaign; compile an accurate, alphabetical list of the members enrolled and paid dues, and regularly checks the list with the treasurer. (see bylaws also)
- 4th Vice President shall preside during the program section of the meetings, shall have a planned program for each scheduled general meeting; keeping in mind the needs of this association and Tanglewood School. Plans shall be presented to the Executive board for approval. This Vice President also shall have the responsibility of maintaining and supplying the PTA Parent Resource Center.

I. Standing Committee Chairmen

The Standing Committee Chairmen will be appointed by the President with input from the Nominating Committee, and approved by the Executive Board. They are encouraged to form committees from the general membership to help plan and execute the designated tasks. The Standing Committee Chairmen are as follows:

A. Book Fair (2)

1. Shall plan and coordinate the annual Book Fair with Librarian.

B. Carnival Grounds Arrangements

1. Shall plan and execute the layout of carnival activities.

C. Carnival Finance

1. Shall coordinate ticket sales, work with treasurer on finance issues for the Carnival.
2. Shall serve on Finance Committee

D. Community Receipts (2)

1. Shall coordinate and promote the programs of local and national companies who donate a percentage of sales to the school.
2. Shall coordinate the purchase and distribution of school supplies. Work with teachers on items needed and teacher supply reimbursement.

- E. Corresponding Secretary
 - 1. Shall compile & distribute Tanglewood Times via email/ eblast.
 - 2. Shall be issued weekly or on an as needed basis.
- F. Directory (2)
 - 1. Shall coordinate compilation and printing of directory.
- G. Donor Relations
 - 1. Assists all event chairs in fundraising efforts and maintains a working relationship with sponsors.
 - 2. Maintain a donor database to streamline future fundraising efforts and develop a sponsorship package to be used as an annual pitch for future events.
- H. Enrichment Program (2)
 - 1. Shall plan and manage the after-school enrichment program.
 - 2. Shall coordinate instructors and volunteers.
 - 3. Shall conduct class registration and provide program oversight.
- I. Fall Fundraiser (2)
 - 1. Shall plan and execute Fall Fundraiser
 - 2. Shall serve on Finance Committee (1)
- J. Field Day (2)
 - 1. Shall help coordinate field day with PE/Health teacher for third through fifth grade.
- K. Fifth Grade Activities (3)
 - 1. Shall coordinate special events for the fifth grade, including promotion.
 - 2. Shall work closely with principal and fifth grade teachers on special events, and community volunteer events.
- L. Fine Arts Day (2)
 - 1. Shall plan, organize and execute Fine Arts Day.
 - 2. Shall work with committees and principal on volunteers and logistics of Fine Arts Day.
- M. Grounds (2)
 - 1. Shall maintain landscaping of school grounds including pots and gardens.
 - 2. Shall be the liaison between businesses that do grounds work on the school.
- N. Helping Hands
 - 1. Shall work with board, principal and Counselor to coordinate gifts, meals, etc. for faculty, families in recognition of significant life events or challenges.
 - 2. Shall be responsible for providing tokens to teachers who have helped with seasonal programs.
- O. Historian/Yearbook (2)
 - 1. Shall keep a history of the PTA
 - 2. Shall coordinate the layout and sale of the yearbook.
 - 3. Shall ensure all school events are photographed by committee members or chair.
- P. Hospitality
 - 1. Shall be responsible for providing refreshments at PTA meetings and social activities.
 - 2. Shall purchase token gifts for school and community partners.

- Q. Legal Advisor
 - 1. Reviews all new proposed contracts and agreements to protect the interests of the PTA.
- R. Library Volunteers
 - 1. Shall recruit, train and schedule volunteers for the library.
 - 2. Shall work with librarian to execute.
- S. Office Volunteers
 - 1. Shall recruit, train and schedule volunteers to assist in the office.
 - 2. Shall maintain the school marquee announcements with input from office staff.
- T. Parliamentarian
 - 1. Shall maintain current bylaws. Bylaws must be updated every three (3) years.
 - 2. Will have a copy of Robert's Rules of Order Newly Revised at all meetings.
 - 3. Shall oversee nominating committee process.
- U. POPS (Parents On the Playground) (2)
 - 1. Shall recruit & schedule volunteers to assist on the playground for kindergarten & first grade.
 - 2. Shall coordinate Popsicles in the Park event for incoming kindergartners.
 - 3. Organize treasure box and lost & found.
- V. PTA Council Representative (2)
 - 1. Shall attend Fort Worth Council PTA meetings.
 - 2. Shall inform board of pertinent issues, meetings or special events.
- W. Recording Secretary
 - 1. Shall manage and maintain the official business records of the PTA and is the custodian of the historical records of the organization.
 - 2. Shall keep all minutes, reports, records, governing documents and policies in a procedure book and prepares the following for all meetings: announcements, agendas, handouts and any other requests made by the President.
- X. Science Lab Curriculum (3)
 - 1. Shall assist kindergarten through second grade faculty in planning science lab curriculum.
 - 2. Shall recruit supply leads for the assigned grade level to assist with supplies and set-up before each lab.
 - 3. Shall purchase supplies and equipment as needed.
 - 4. Shall review curriculum for 7 science labs for the assigned grade level.
 - 5. Shall test all experiments prior to lab day.
 - 6. Shall remain on campus during the assigned grade's lab to assist with teaching, answering questions, and clean up.
- Y. Science Lab Volunteers
 - 1. Shall recruit, train and schedule volunteers for the Science Lab.
 - 2. Shall be responsible for getting all information on labs to volunteers.
- Z. Special Projects
 - 1. Shall coordinate with principal and Fort Worth Independent School District to implement school and grounds improvements.
 - 2. Shall serve on the Finance Committee.

AA. Splash Day (2)

1. Organize a fun, outdoor physical education event for 1st and 2nd graders.
2. Works with PE coaches to organize volunteers for each activity and coordinates drinks/snacks for the participants.

BB. Spirit Shop (2)

1. Shall order and sell spirit items for the school.

CC. Spring Fundraiser Arrangements

1. Shall plan and execute all aspects of spring fundraiser.

DD. Spring Fundraiser Finance

1. Shall coordinate solicitation of items for the spring fundraiser.
2. Shall serve on the Finance Committee.

EE. Teacher Projects

1. Assists art and music teachers with projects around the school including coordinating the grade-level auction art process.
2. Responsible for maintaining display cabinets in school.

FF. Teacher/Staff Appreciation (2)

1. Shall create and implement monthly recognition of all teachers and staff.

GG. Tiger Relations

1. Assists our front office and school administrators by providing tours to new families and those interested in learning more about Tanglewood.
2. Obtain gift items to our teachers and staff members as necessary in life occasions that occur during the year.

HH. Treasurer

1. Provide meaningful and accurate financial data
2. Serves as the chairman of the Budget and Finance committees.
3. As custodian of association funds, this person receives and disburses all funds while maintaining records of each transaction.

II. Treasurer Assistant

1. Assists treasurer in maintaining accurate financial records and transactional data on funds.
2. Serves on the Audit committee and manages the online payment process.

JJ. UIL Chair

1. Works with the faculty UIL advisor to coordinate student participation and coaching in UIL events by encouraging student interest, recruiting coaches, and providing recognition for both students and coaches following the event.

KK. Visiting Author

1. Shall plan and execute visiting author programs with the Librarian.

LL. Website

1. Shall maintain PTA website.
2. Shall provide updates to President & Principal for approval before posting.

II. Site Based Decision Making Team (SBDM)

To be parallel with the Fort Worth ISD policies, the Site Based Decision Making Team is composed of the principal, four teachers and a non-teaching professional staff member elected by the faculty, four parents elected by the membership and the PTA President, two people from the community, two business representatives and one district representative selected by the core group.

The parent representatives will be elected at the Fall General PTA meeting by the membership. In order to achieve overlapping terms and continuity for the Site Based Decision Making Team, the four elected parent representatives will serve two year staggered terms (two being elected as new representatives beginning their first term during the same year as the other two are serving in their last year of their two-year term). No parent member may serve more than two consecutive years. These members will serve on the PTA Executive Board.

III. Special Committees

A. Budget & Finance Committee

1. This committee shall be composed of a chairman (the treasurer) and six members, the PTA president, the principal, a representative of each of the fundraisers, and two members at-large appointed by the treasurer and president, and shall meet monthly prior to monthly executive board meetings.
2. The committee shall be responsible for developing a sound financial plan for processing and apportioning funds to meet the needs of the year's activities as planned by the PTA.
3. The committee shall recommend any amendments to the budget and review requests for funds.
4. The treasurer shall prepare the budget and plan for the annual audit.