

# **Kaneland McDole Elementary School PTO**

## **PTO Board Member as Liaison to Committee Chairman Responsibilities**

The PTO Committees will each be sponsored by one of the following PTO board members: President, Vice President and Secretary. The Committee Chairs and corresponding PTO Board Member should be determined before September. The responsibilities of the PTO Board Member as Sponsors are as follows:

1. Recruit committee chairpersons.
  - If there are not parents willing to chair the committee, you are not required to become chairperson.
  - Information needs to go out to the parents that this committee may not exist unless a parent is willing to help.
  - Check with the individuals already signed up for the committee and ask them if they would like to step up to chair the event or co-chair with another member.
2. Contact the chairperson (at the beginning of the school year) to check in and let them know you are their sponsor. Let the chairperson know that they are to direct all communications to you. Next, ask them to contact who that has signed up to volunteer (on the committee) to let them know you received the committee sign-up sheet, and if applicable, you will contact them as the event gets closer. This is very important, as this not only reminds the parents that they signed up, but gives a confirmation of their willingness.
3. Check on the committee regularly to be sure you are aware of any changes or updates, and that that information is being shared with parents, students, and staff regularly.
4. Be sure that when applicable:
  - The chair gives an update at PTO meetings before and after the “event”- will they attend the meeting or will the sponsor give the update instead?
  - Information is put into the virtual backpack.
  - Information is up to date on the PTO website.
  - Information is in the appropriate month’s newsletter.
  - Verify that once an event is completed that photographs taken at the event are given to Yearbook committee.
5. Answer questions. Be sure checks are transferred and receipts are handed in.
6. Be sure that the chairperson returns the binder to the PTO to be kept up to date and that it gets transferred to the new chairperson the following year.

