



Twin Falls Middle School PTSA Leadership
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Twin Falls Middle School PTSA

46910 S.E. Middle Fork Road, North Bend, WA 98045

Executive Committee

President or Co-Presidents

- Coordinate the work of officers and committees of the association in order that the purposes may be promoted.
- Preside at all meetings of the association and the executive board
- Be a member ex officio of all committees except the nominating committee
- Appoint the parliamentarian, the chairmen and members of committees, subject to the ratification of the executive board
- Be the official representative of the unit at council and district meetings
- Perform such other duties as may be prescribed in the bylaws or assigned by the association
- Develop annual budget

Vice President or Co-Presidents

- Act as aide(s) to the president;
- in their designated order, perform the duties of the president in the absence or inability of that officer to act.

Treasurer or Co-Treasurers

- Have custody of all the funds of the association
- Keep a full and accurate account of receipts and expenditures
- Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the association;
- Have checks or vouchers signed by two officers, preferable the treasurer and the president
- Present a financial statement at every meeting of the association and at other times when requested by the executive board
- Make a full report at the meeting at which new officers officially assume their duties
- Have the accounts examined according to the auditing procedures outlined
- Develop annual budget

Secretary or Co-Secretaries

- Record the minutes of all meetings of the association and have official copy on file
- Have a current copy of the bylaws
- Maintain a membership list as required by the Washington PTA/PTSA
- Perform other delegated duties as assigned

Liaisons

6th Grade

Act as a communication liaison between the 6th grade teacher team and families. Work with staff, executive, board and families, and divide efforts equitably. Must be able to attend monthly board meetings.

7th Grade

Act as a communication liaison between the 7th grade teacher team and families. Work with staff, executive, and families, and divide efforts equitably. Must be able to attend monthly board meetings.



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8th Grade

Act as a communication liaison between the 8th grade teacher team and families. Work with staff, executive, and families, and divide efforts equitably. Must be able to attend monthly board meetings.

Exploratory

Act as a communication liaison between the exploratory teacher team and families. Work with staff, executive,, board and families, and divide efforts equitably. Must be able to attend monthly board meetings.

Office

Act as a communication liaison between the school Office team and families. Work with staff, executive, board and families, and divide efforts equitably. Must be able to attend monthly board meetings.

ASB

Act as a communication liaison between ASB team and PTSA. Work with a staff, executive,board and families and divide efforts equitably. Must be able to attend monthly board meetings.

Snoqualmie Schools Foundation

Act as a communication liaison between the Snoqualmie School Foundation and PTSA. Work with board and keep them up-to-date of grants received and requested by Twin Falls Middle Schools. Must be able to attend monthly board meetings.

Committee Chairs

Audit Committee

Lead a team of at least 3 people to execute PTSA audit in July. Report finding to PTSA board.

Book Fair

Assist the school appointed faculty member with the organization and execution of the fall and spring book fair.

eScript/Target

Coordinates with local stores such as Safeway's eScrip program, etc. that provide school funding programs. Responsible for advertising these programs in our school community (email, newsletter, etc.) to encourage participation and signing people up. Responsible for checking PTSA box in office on a weekly basis to get sign up sheets.

Bulletin Board

Updates PTSA bulletin board as appropriate.

Dance

To plan and execute a social event for the Twin Falls Middle School students for various grade levels.

Directory

The Directory facilitator is to produce the Twin Falls Middle School PTSA Directory. Student data is available from the District office at the end of September. The data needs to fit the format, sorted and paginated. The Directory includes a cross-reference of parent last names that differ from their students. After the directory master is complete, the printout or file goes to the District printing office for printing.

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Emergency Preparedness

The facilitator of preparedness site volunteers is to assist the principal. By law sites are required to prepare their own emergency plans and thus meet their own needs. Principals are ultimately in charge of preparedness, and directly in charge of response. What volunteers usually do is help inspect and refill backpacks; organize, inventory, and re-stock cargo container supplies, and participate as observers in drills.

Fundraising (2 Chairs)

Organize and execute a major fundraiser(s) sponsored by the PTSA. Ensure adherence to budget.

Grants Committee

Leads a group of six to eight parents and staff who recommend which staff projects to support each year. The full PTSA then votes on their recommendations. Staff members submit the projects in the fall and in the spring.

Membership

Responsible for coordinating all the clerical duties associated with soliciting PTSA membership. Prepares envelopes for back to school packet and maintains a list of members. Solicits membership at various school functions. Also solicits staff for membership via envelope distribution in mailboxes. Works with treasurer to deposit membership dues and contributions that accompany them, keeping accurate records.

Newsletter

Collect and edit articles and create e-Newsletters. Work w/presidents about what is appropriate for inclusion. Makes sure newsletter gets delivered on schedule to those families who are not able to receive newsletter on-line. Responsible for contacting team leaders and principals to remind them of newsletter deadline. Supplies text to Website Chair. Keep file of all newsletters published.

Outreach/Welcome

To act as a resource person for new families entering the Twin Falls Middle School community.

Nominating Committee

Nominates candidates for the PTSA Executive Board at Twin Falls Middle School. Preside over the vote for the new slate at the general PTSA meeting held in April.

Parent Resources

Work with school as appropriate and drive monthly educational topics.

Popcorn

Provide popcorn various PTSA sponsored events and meetings. Must be able to manage volunteers who work mid-day functions as well as evening events.

Reflections

Coordinates the Reflections program including but not limited to advertising, collection of all Reflections entries and ensures that these entries are forwarded to the judging committee. Deadline for entries in during the Winter months.

Website

Responsible for keeping up to date the PTSA portion of the TwinFallsPTSA.org website. Coordinates with all chairs and Executive board to gather content for posting.



TWIN FALLS MIDDLE SCHOOL PTSA Chairperson Guidelines

(5/08)

Purpose	To provide guidelines to chair a successful event or project.
Budget	<input type="checkbox"/> Your projected spending amount is _____ (not to be exceeded without prior approval of PSTA Executive board). <input type="checkbox"/> Your incoming dollar goal is _____ <input type="checkbox"/> As soon as you have a good idea of what you will be spending, let the Board know <input type="checkbox"/> Contracts you are considering must be signed by two PTSA board members—Any contract entered into without the proper authorization will not be honored by the PTSA.
Reimbursements	<input type="checkbox"/> Complete request for reimbursement form <input type="checkbox"/> Complete all requests by 10-15 days after the event is over <input type="checkbox"/> Chairperson must approve all expenses related to your event
Communication of your event	<input type="checkbox"/> Flyers # _____ hard copies for the office <input type="checkbox"/> PSTA newsletter: Contact _____ <input type="checkbox"/> Posters <input type="checkbox"/> PTSA Website _____ <input type="checkbox"/> E-mail for constant contact— _____ <input type="checkbox"/> Valley Record: (publishes every Wednesday) valleyrecord.com <input type="checkbox"/> SnoValley Star: (publishes every Thursday) snovalleystar.com <input type="checkbox"/> PTSA board through e-mail
Communication with the PTSA Board	<p>We request your attendance at PSTA board meetings during the planning period and through the conclusion of your project to update the board on:</p> <input type="checkbox"/> budget status and action plan <input type="checkbox"/> participation needed <input type="checkbox"/> communication process <input type="checkbox"/> any assistance needed or concerns to be addressed
Available resources	<input type="checkbox"/> The person who had the position in the previous year <input type="checkbox"/> The PTSA Executive Board (See Key resources below)
Handling cash and checks	<input type="checkbox"/> Make checks payable to TFMS-PTSA <input type="checkbox"/> If cash is needed prior to the event, notify the Treasurer <input type="checkbox"/> Two people should handle cash and count the dollars <input type="checkbox"/> Complete the Money Tally sheet; make deposit immediately following the completion of the event.—notify treasurer.



Key PTSA resources	<ul style="list-style-type: none"> <input type="checkbox"/> President: Xiomara Pilon (president@twinfallsptsa.org) <input type="checkbox"/> Vice President: Cindy Polson (vp@twinfallsptsa.org) <input type="checkbox"/> Secretary: Yvette Baldwin (secretary@twinfallsptsa.org) <input type="checkbox"/> Co-Treasurers: Mar Lydon (treasurer@twinfallsptsa.org) and Carol Reitz (treasurer@twinfallsptsa.org)
Attachments:	<ul style="list-style-type: none"> <input type="checkbox"/> Expenditure/Reimbursement Request Form <input type="checkbox"/> Money Tally Sheet <input type="checkbox"/> TFMS PTSA Standing Rules <input type="checkbox"/> Schedule of PTSA Board Meetings <input type="checkbox"/> PTSA Board contact list

Twin Falls Middle School PTSA
Expenditure / Reimbursement Form

Do you have a PSTA-related bill that needs to be paid?

Attach the invoice to this form and complete Section I, then place it in the PTSA mailbox.

Do you need PTSA to reimburse you?

Attach your receipt to this form and complete Section I, then place it in the PTSA mailbox.

Thank you –

SECTION I

Name of person submitting _____ Date: _____

Phone number in case of questions: _____

Mark the correct box – This is a bill Please reimburse me.

All materials purchased with TFMS PSTA funds become property of Twin Falls MS.

Please pay (check payable to?) _____

in the amount of \$ _____

Explain purpose of this expense:

___ This is an approved Grant _____

**** Signature required of person submitting:** _____

Section II

***** PSTA Treasurer's use only *****

Date Received _____ Date Paid: _____

Check number: _____ Check amount: \$ _____

Account/ Budget Category: _____

Treasurer's signature: _____



TFMS PTSA Money Tally Sheet

Date:		
Program/Project:		
<u>Denomination</u>	<u>Qty</u>	<u>Value</u>
Checks	_____	\$ _____
\$100	_____	\$ _____
\$ 50	_____	\$ _____
\$ 20	_____	\$ _____
\$ 10	_____	\$ _____
\$ 5	_____	\$ _____
\$ 1	_____	\$ _____
Quarters	_____	\$ _____
Dimes	_____	\$ _____
Nickels	_____	\$ _____
Pennies	_____	\$ _____
Total Amount of Money:		\$ _____
Total amount of Receipts:		\$ _____
Explain any difference:		

TFMS PTSA Money Tally Sheet

Date:		
Program/Project:		
<u>Denomination</u>	<u>Qty</u>	<u>Value</u>
Checks	_____	\$ _____
\$100	_____	\$ _____
\$ 50	_____	\$ _____
\$ 20	_____	\$ _____
\$ 10	_____	\$ _____
\$ 5	_____	\$ _____
\$ 1	_____	\$ _____
Quarters	_____	\$ _____
Dimes	_____	\$ _____
Nickels	_____	\$ _____
Pennies	_____	\$ _____
Total Amount of Money:		\$ _____
Total amount of Receipts:		\$ _____
Explain any difference:		

Counted by (need two names):
 1. _____
 2. _____

Counted by (need two names):
 1. _____
 2. _____

Received by Treasurer:

(Name) (Date)

Received by Treasurer:

(Name) (Date)

Treasurers use:

Amount verified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Verified by two people?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Initials of verifiers:	_____	_____

Treasurers use:

Amount verified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Verified by two people?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Initials of verifiers:	_____	_____

