

ROMONA PARENT-TEACHER ASSOCIATION
Standing Rules, Operating Procedures and Suggested Guidelines
Last modified 03/08

The following “Standing Rules”, set forth by the Romona PTA Executive Board (“EB”), cover policies, procedures, guidelines and/or activities of the Romona PTA that are not as permanent in nature as those covered by the Romona PTA Bylaws.

All committee members should be familiar with and follow the General PTA and the Committee Information sections. The PTA timeline, organizational chart, and committee/liason list precede the formal rules for quick reference. The appendices contain committee descriptions and additional guidelines.

These Standing Rules supplement the Romona PTA Bylaws and may not contradict the Bylaws

These Standing Rules shall be reviewed annually by the current and incoming EB, and may be amended or updated at any time by a majority vote of the EB present and voting.

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ROMONA PTA TIMELINE

- AUG -PTA membership and volunteer drive begins at PTA Coffee on the first day of school
-All EB and working committee members pay dues
- SEPT -EC holds faculty and PTA EC breakfast.
-Bylaws Committee reviews Standing Rules
-Bylaws Committee reviews Bylaws (alternate years beginning 2005)
-First meeting of new PTA held at least 30 days after the first day of school
+Officers and new committee chairs introduced
+Audit committee presents report of last school year's audit
+Summary of committee plans approved by EB presented
+Budget chair presents proposed budget for approval vote by PTA
+The EC votes to approve the PTA's financial institution(s)
+If EC vacancies exist, notice of new election given
- OCT -Elections if needed at PTA meeting
-EC announces at PTA meeting and in November Romona Reporter the November elections of the Nominating Committee by the EB and the PTA
-EC reviews and votes on proposed Standing Rules changes
-EC reviews and votes on proposed Bylaws changes (odd years)
- NOV -EB and PTA elect respective Nominating Committee members
-Treasurer files taxes (deadline November 15)
-The EB votes on proposed Standing Rules changes
-The PTA votes on proposed Bylaws changes (odd years)
-EC posts, sends by backpack express and publishes in the Romona Reporter the nominating and election timetable describing the positions and duties of officers and the requirements for nomination and election of officers, of the Nominating, Audit, and Bylaws (when applicable) Committees, and of the Budget Committee chair
- First VP files Annual Report with Illinois Secretary of State (should be mailed by November 25th for December 1 deadline)
- DEC -Nominating Committee chooses its chair(s)
- JAN -Nominating Committee publicizes at PTA meeting, by backpack and in February Romona Reporter request for Officers, Budget Committee chair and Audit Committee nominations and committee volunteers for following year
- FEB -Budget Committee reviews budget after collating Winterfest data and presents its overview and recommendations for the amount of the annual school gift to the EC.
-Gift Committee solicits ideas for school gift by the end of the month
-Mid-year audit conducted (at discretion of auditor and/or EC) after Winterfest data collected

- MAR**
- At least 30 days before April election, the Nominating Committee posts EC slate and committee member lists and publishes these in April Romona Reporter
 - Nominating Committee develops list of Budget chair and Audit Committee candidates.
 - Gift Committee presents ideas for school gift first to EC and then to Budget Committee
 - Outgoing committee chairs and VPs prepare committee summaries
- APRIL**
- EB elects Audit Committee and chair of Budget Committee
 - PTA elects officers (Executive Committee)
 - No later than immediately following PTA election, outgoing committee chairs and VPs provide committee summaries to new VPs, and committees (old and new) meet to transition information and discuss ideas for plans and budgets
 - School gift ideas are presented to the PTA for vote
- MAY**
- Current Secretary prepares general PTA folders
 - New committees choose chairs by May 1
 - Secretary posts and publishes Executive Board Roster in Romona Reporter
 - Old VPs give Committee Procedures Notebooks to new VPs, who review and provide to new committee chairs by May 1
 - Current EB elects Bylaws Committee (alternate years beginning 2005) to begin review/update of Bylaws and Standing Rules for presentation to EC/EB in October
 - General PTA annual luncheon meeting:
 - +Second election held if needed
 - +Annual committee and Treasurer reports given
 - +New committee chairmen, officers presented, old applauded
 - +Secretary gives general PTA packets to new officers and committee members
 - +Gavel ceremony, Staff gifts handed out
 - +New officers assume duties at close of May PTA meeting
 - New committees meet with VPs to prepare annual budgets and plans
 - Committee chairs/VPs provide proposed annual plans to new EB by May 15
 - Committee chairs/VPs provide proposed annual budgets to new Budget Committee by May 15
 - New EC meets end of May for general planning meeting
 - New President prepares the Save the Dates document
- JUNE**
- Budget Committee reviews proposed committee budgets and prepares and presents overall budget recommendations to EC
 - EC meets to consider and approve budget and to discuss overall planning for next year
 - EB meets to evaluate and approve committee plans for next year
 - All PTA expenses for reimbursement must be submitted to the Treasurer by one week after the last day of school

JULY

- EC, Budget, Audit, Enrichment, Grocery Dollar committee members and anyone else doing PTA business during the summer must pay dues by July 1. All others are encouraged to do so.
- Treasurer turns over all necessary financial data to Audit Committee by 7/15
- Auditor completes initial review and Audit committee provides clearance to Treasurer for check writing by 7/31

General PTA Procedures

1. General PTA Policies

- Romona PTA membership extends from June 30 to July 1 for each school year. The EC, Budget, Audit, Enrichment, Grocery Dollar committee members and anyone else doing PTA business during the summer must pay dues and renew membership by July 1. All others are encouraged to do so.
- Romona PTA membership is open to any adult(s) paying the annual membership dues as follows: twenty-five dollars (\$25) per couple (two adults living at same residence); twenty dollars (\$20) per individual; ten dollars (\$10) per Romona Staff member.
- Each member shall receive a Romona School Directory and a PTA membership card.
- All Executive Board (EB) members, and official committee members must be PTA members to be bonded and protected by insurance.
- All Executive Committee (EC), Budget, Audit, and Grocery Dollar Committee members must pay membership dues prior to July 1 of new PTA year. All other committee members must pay dues as soon as they declare intent to become committee members and prior to engaging in official PTA activities.
- No member shall speak or act in the name of the Romona PTA without authorization from the EB or the EC.
- The President must sign all Romona PTA legal documents and contract such as tax returns, insurance documents, the Annual Report, vendor contracts, etc. No other person may substitute for this function
- The membership committee publishes a membership directory, including emails (with member consent), emails members with a group email distribution list, gives the directory information to the school/PTA for posting, and updates the directory as necessary. Selected directory information will also be made available on the web site.
- The Romona Directory, Romona PTA website pages, and all membership lists and are for personal use only and should not be used to make business solicitations or to further other business activities.
- When a Romona or MEC copy machine is used for PTA purposes, the committee name and the number of photocopies made are to be recorded in the logbook in the Copy Room.
- All photocopies must be made at Romona or the MEC according the written copy guidelines except by special permission of the EC. The written copy guidelines are included in their entirety in the Standing Rules Appendix A.

- The guidelines for custodial usage must be followed. These written guidelines are included in their entirety in the Standing Rules Appendix B.
- Distribution of information, flyers, publicity, or articles via any distribution mode/media including Backpack Express, Romona Reporter, Pioneer Press, or the Romona website must have the prior approval of the Committee VP or their designee first and then, the principal, and must include the name of the sponsoring committee (e.g. “Romona PTA Ways & Means Committee”).
- Distribution of flyers should include all students K-4 and Early Childhood, all teachers including specials teachers, and all administrators.
- Teacher and Staff Appreciation Day luncheon will be held during the National PTA Appreciation Week in May and will be arranged by the Social Committee.
- The PTA will pay for seminars, lectures, and conventions provided by National and Illinois PTA for members where the class is relevant to their role in the PTA. The member who has registered will be responsible for repayment if unable to attend and does not find an alternate PTA member to attend.
- Retirement gifts are not to exceed fifty dollars (\$50) for faculty and staff, and not to exceed one hundred dollars (\$100) for the principal or superintendent. The outgoing PTA President shall present the gifts at the May general board luncheon.
- Holiday gifts to office, custodial, cafeteria staff and nurse shall not exceed twenty dollars (\$25).
- The First VP shall renew annually the PTA’s insurance policy with MIC for employee Dishonesty Coverage.
- The PTA shall maintain two copies of a file comprised of a set of all legal/finance/tax records. The First Vice President shall hold one set and the Treasurer shall hold the other set. These documents shall be updated as appropriate. Legal records include the following: 1. Romona PTA Illinois Corporation Papers, Annual reports for the last three years to present. 2. Insurance Policy with MIC for employee Dishonesty. 3. Illinois Department of Revenue Tax Exemption Letter to IL PTA & its members – Expires Jan 1 2010. 4. Letter from IL PTA stating that Romona PTA is a subordinate of IL PTA and exempt from Federal Income Tax as a Section 501c3 organization & IRS letters of verification. 5. The auditor’s report for the past three (3) years. 6. The tax reports sent to the IRS for the past five (5) years.
- The PTA is strongly opposed to children selling door to door without adult supervision.
- The PTA Staff Liaison shall provide staff reports at PTA meetings and occasional related articles to the Romona Reporter.

2. Meetings

- The EC will meet one week prior to each general PTA meeting.
- The first general PTA meeting shall be held no sooner than thirty days (30) after the first day coffee.
- The EB will meet on the same day at the same time as the general PTA meeting.
- EB and General Board PTA minutes will be published by backpack express or in the Romona Reporter.
- All meetings shall be open to all PTA members.

3. Finance Issues

- The Budget committee with the approval of the EC submits a proposed budget to the PTA at the first general PTA meeting of the school year for approval. This budget shall include a separate listing of expected gross income and maximum expenses for each committee that earns or utilizes PTA funds and for any other income or expenses not pertaining to specific committees.
- The proposed budget shall include a line item termed Additional Expenses having a maximum budget of two thousand dollars (\$2000.00). The EC may utilize this line item to approve a committee chairperson's request for an increase in budget over the PTA approved amount up to a maximum of one thousand dollars (\$1000).
- Checks may not be written from the end of the school year until the annual audit has been completed in July except with the approval of both the Audit Committee and the Treasurer.
- Every expense must be allocated to a specific account. Any expense more than fifty dollar (\$50) above the PTA approved budget byline for that account must be approved by the EC. The treasurer may allow an expense up to fifty dollars (\$50.00) over the approved budget byline. The treasurer will transfer all over budget amounts including those less than fifty dollars (\$50) from the Additional Expenses byline to the line item byline needing the increase and inform the EC of such transfers. The treasurer may not write checks for any over budget expenses unless the remaining Additional Expenses byline can cover the expense.
- Committee chairmen in conjunction with their Respective VP liaison may submit requests for changes to their budgets to the Budget Committee at any time during the year. After review by the Budget Committee, requests for change should be presented to the EC at the next EC meeting.

- Any expense more than one thousand dollars (\$1000.00) above the pre-approved budget and any increase in the Additional Expense byline must be approved by both the EC and the general PTA. The PTA may also prohibit any given committee from utilizing the above over budget privilege at any time.
- If the Additional Expense byline drops to less than five hundred dollars (\$500), the Budget committee may meet to consider presenting a request to increase that byline to the EC and the PTA.
- Every expense must be submitted to the Treasurer with signatures by the committee chair and the VP-liaison. Personal reimbursements to Committee Chairs or VP-Liaisons must have two other authorized signatures.
- No expense may be submitted without the knowledge of the committee chairman.
- A current copy of the PTA's sales tax exemption letter should be utilized for all PTA purchases. The PTA will not reimburse sales tax except by permission of the EC. The EC may give such permission for special circumstances. (e.g., Sam's Club does not accept the letter, but may accept a PTA check for tax exempt purchases.)
- Every deposit must be allocated to a specific account. The PTA member submitting a deposit must submit a deposit voucher indicating the appropriate account for each deposit amount.
- The following specific cash management procedures must be followed for any single or multi-day event held on-site at Romona School:
 - A minimum of 5 days prior to each Event, the Event Chair will submit a written Cash Plan to the PTA Treasurer. The Cash Plan will designate a Cash Manager and will state the number of cash register stations needed for the Event. A high level of importance should be placed on having only one cash register station; however a maximum of two register stations is permissible. A minimum of two cashiers must be stationed at each cash register station at all times, including breaks.
 - The Treasurer will supply the Cash Manager with a cash bank which will be counted by the Treasurer and Cash Manager together prior to the event. Both parties will sign off on the amount of the cash bank as the Beginning Balance on the Event Cash Form. The Event Cash Form is to be kept with the Cash Manager at all times.
 - The Cash Manager must visit each cash register station a minimum of every half hour during the event to make cash collections. A cash collection must be performed any time the cash and check receipts in the cash register station (not counting the initial cash bank amount) exceed \$200.

- To perform the cash collection, the Cash Manager will count receipts with one available cashier or designated assistant. The Cash Manager will note the time and amount of the collection on the Event Cash Form and the cashier (or designated assistant) will witness the count. The cash collection, including checks, will be placed in an envelope, sealed, and signed across the seal by both the Cash Manager and the cashier (or designated assistant), with the amount noted on the envelope. The Cash Manager must then take the cash collection directly to the drop safe and deposit it inside.
 - At the end of the event or the end of each day of a multi-day event, the Treasurer and Cash Manager and/or Event Chair will remove all of the cash collections from the drop safe and do a final count of the receipts. The counts of the individual envelopes are to be done in each other's presence and must be noted on the Event Cash Form, along with the time, and signed by each individual.
 - If checks have been collected, the number of checks must be noted at the end of the event (or end of day of a multi-day event). A total of the checks must be noted on the Event Cash Form and signed by all parties involved in the count. The number of checks collected, the amount, the maker of the check and the check number must be recorded on a spreadsheet or on a manual PTA check voucher form, or a photocopy of all of the checks must be made (more than one to a page is permissible) within 24 hours of the end of an event.
 - If any credit card receipts exist, the Cash Manager and Treasurer must reconcile these receipts with the batch reports, note the amount on the Event Cash Form and both sign.
 - Following a final count, the Treasurer must deposit the cash immediately in the bank. A locked cash bag will be obtained from the bank for use in night drops. Checks are to be deposited within 5 days. At no time are funds to be removed from the school premises EXCEPT to be taken directly to the bank for deposit.
- The chairperson of any other type of fundraising event will maintain a detailed set of records including income receipts categorized by event tickets purchased, auction items purchased, other income, donation, and all expense receipts. Charges and checks should be listed separately with names and check numbers. The chairperson shall give a copy of these records to the treasurer at the end of the event.
 - Checks to be deposited should be given to the Treasurer within one (1) week of committee chair's receipt.
 - No PTA income may be utilized for expenses prior to being submitted to the Treasurer and allocated to a specific account.
 - The deposit voucher must list the total amount of checks, cash and change separately. Checks should be listed separately with their check numbers. When a very large number of checks are collected at once the deposit voucher should indicate the total number of checks and

the total amount of the checks. The PTA member submitting the deposit should sign the voucher to indicate total submitted amount.

- The Treasurer and the chairman of the committee or their specifically designated substitutes must attend every fund raising event in which more than two hundred dollars (\$200.00) cash is expected during the time of the event.
- If a check writer does not replace a check returned for insufficient funds within two (2) weeks of being notified by the Treasurer, the PTA shall not accept any further checks from that party until the check is replaced. If the same party submits two (2) or more checks that get returned, the President or the Treasurer may request that no further checks be accepted from that party for a specified period.. The Treasurer shall, in either event, notify the Executive Committee who shall determine the appropriate procedure to ensure that no further checks are accepted.
- The PTA shall maintain a copy of all financial records including the expense and deposit vouchers and CD copies of the software accounting records in storage for at least 7 years.

4. General Committee Procedures

- Outgoing committee chairs and VPs prepare committee summaries in March. By no later than immediately following the April PTA election, outgoing committee chairs and VPs provide committee summaries to new VPs, and committees (old and new) meet to transition information and discuss ideas for plans and budgets.
- New committees choose chairs by May 1.
- Old VPs give Committee Procedures Notebooks to new VPs, who review and provide to new committee chairs by May 1.
- New committees meet with VPs to prepare annual budgets and plan in early May so that committee chairs/VPs can provide proposed annual plans to new EB by May 15 and provide proposed annual budgets to new Budget Committee by May 15.
- Cancellation or significant changes to annual plans, including fundraising activities, must be presented to the EB for approval. All committee work shall be undertaken only with the consent of the EB.
- The EB cannot require any committee to take on more work than its members wish to undertake without providing additional PTA members willing to undertake the work.
- Formal budgets may not be authorized for the new year until after completion of the audit. In practice this means that each committee should include in its budget expenses for the summer following the upcoming school year. The new budget will not take effect until September after the PTA meeting that affirms the recommendations of the Budget Committee.

- The newly elected EC shall obtain the recommendations of the Budget Committee, and review initial committee plans prior to the last EB meeting of the school year for the purpose of making recommendations for a cohesive plan for the following school year to the EB for approval.
- Vendor contract guidelines : Before deciding on vendors and finalizing contracts for events/activities, such as Book Fair, Carnivals, Clubs, Speakers, Entertainment, etc (all contracts must be reviewed and signed by the President, and a copy kept by the Secretary in PTA files), PTA recommends following these guidelines suggested by Illinois PTA:
 - Check vendor references (ex. through other PTA's)
 - Is there a time limit on the contract? What is the time period between order and delivery? Is there a guarantee?
 - Does the contract address sales tax requirements? Try to make sure the vendor is responsible for sales tax and recognizes our tax –exempt status.
 - What is the return policy? Time limit? Who pays shipping costs?
 - What are the payment terms? Discounts? Special Terms?
 - What is the return on our investment? Are profits worth the time and effort of the project? Consider both monetary and in-kind (product) profits.

5. Committee Chairs

- Committee chairs are to be elected by the committee members. In the event of a tie, the VP liaison to that committee will cast the deciding vote. Up to two co-chairs are permitted per committee.
- The committee chairs may be re-elected annually without a limit to the number of terms, except for Budget, Bylaws, Nominating and Audit Committees and any village-wide positions limited by Village-Wide PTO Bylaws.
- All committee chairs are on the EB. Co-chairs will share one vote for that committee on the EB with the exception of the fall event chairs, spring event chairs, and enrichment chairs, which each permanently have two voting chairs. Conflicting shared votes cancel each other out and result in abstention. Chairs must be present at the EB meeting in order to vote.
- Anyone chairing more than one committee is entitled to only one vote.
- Committee chairs are responsible for keeping records of committee activities, timelines, contact information, and finances in a Committee Procedures Notebook for the purpose of transitioning to the succeeding chairs.
- Each committee chair or their designee should be prepared to present committee status reports at each General PTA meeting.

- The chairman of each standing or special committee must present an estimated income and an estimated expense budget to their respective VP liaisons and to the Budget Committee by May 15. Committee chairman expecting a net income should indicate their total expected administrative expenses, and their maximum expected operating expense at any time during the year. Committees maintaining inventory for sale (e.g. Grocery Dollars, school stores, t-shirts) should present a request for maximum on-hand stock value).

6. Standing and Special Committees

- The Executive Committee (“EC”) identifies and creates standing committees.
- The Nominating Committee coordinates the membership of each standing committee by publicizing a request for volunteers and then providing the resulting list to the volunteers. The Nominating Committee will actively recruit members for any standing committee for which there are no volunteers.
- All volunteers that are active members of the PTA will be accepted as members of any standing committee.
- Each committee may submit suggested new or revised rules as needed to the legislation committee to be reviewed and voted upon by the EB.
- The President may appoint special committees for short-term needs/projects.

Officer Information

7. Officer Duties

The following are supplemental rules and guidelines providing more detail than in the Bylaws. The goals of every officer should be two fold: firstly, to execute their duties carefully, enthusiastically and fairly; and secondly, to pass the post on to their successor gladly, leaving it a little better than when they took on the work.

All Officers

- All officers should read, understand and abide by the PTA Bylaws and Standing Rules.
- All officers attend the September faculty and PTA Executive Committee breakfast.
- All officers are expected to attend all EC, EB and PTA meetings. VP Assistants may attend in place of their respective VP. Absences must be reported in advance to the President. A VP absence may be excused if the assistant VP is prepared and attends in his/her place. Two or more unexcused absences may be subject to EB action as indicated in the bylaws.

The President:

- Only the President can sign contracts and other legal documents for the Romona PTA.
- Is responsible for notifying EC members of their responsibilities.
- Prepares the agenda, arranges for possible speakers, and requests assistance from the custodial staff for set up of Executive Committee and Board meetings.
- Coordinates with the school principal to establish dates for the following year's PTA events, communicates this information to the PTA Secretary for inclusion in the District Calendar, produces the Save the Dates Document and remits for publication in the first Romona Reporter of the school year.
- Attends the Village Wide PTO and President's Council monthly meetings.
- Shall communicate with the principal on PTA matters subject to the discussion and approval by the Executive Committee or Board.
- Shall request approval from the principal to address the staff on behalf of the PTA and to encourage membership at a beginning of the year staff meeting.
- Writes a monthly article for the Romona Reporter
- The President or his/her designee will review/proofread each monthly Romona Reporter prior to printing.
- Checks the PTA mailbox in the school office and distributes the mail.
- Attends the New Family Orientation and provides school tours.
- Sets up the opening and last day of school PTA coffees and attends.
- Arranges to honor retiring and outgoing staff and fourth grade parents at the End of the Year PTA lunch.
- Coordinates with the PTA committees and the principal to set the dates and time for any PTA sponsored events, meetings, or activities. The President gives this information to the MEC calendar coordinator by June 1.

Each Vice-President:

- Acts as a liaison between the Executive Committee and the chairpersons of his/her corresponding PTA committees. Vice Presidents are not directly responsible for carrying out the specific responsibilities of each committee chair, but must make efforts to make sure each committee is functioning and to find volunteers to fill vacant committees and chairperson roles. A person may choose to serve as both a Vice President and a committee chairperson at the same time.
- May select an Assistant Vice President. The Assistant Vice President may attend the EC meetings, but does not have an EC vote.
- Is expected to work with his/her liaison committees to prepare, and work under, annual plans and budgets. He/she should proactively monitor and assist those committees and be prepared to report on their activities and issues, if any, at the monthly EC meetings.
- Should work with their liaison committee chairs to prepare and transition to the succeeding chairs the Committee Procedures Notebooks.
- Is responsible for ensuring that appropriate committee information is distributed in a timely manner to the Romona community via Backpack Express, Romona Reporter, Pioneer Press, Romona website, and other appropriate methods.
- Countersigns all approved vouchers for his/her specified committees

The First Vice President:

- Files the PTA's Annual Report with (and pays the fee to) the Illinois Secretary of State in order to maintain the PTA's Illinois not-for-profit corporation status. When bylaws are revised, the 1st VP files those with the Secretary of State. The PTA's Articles of Incorporation have been on file with the Secretary of State since 1992 and need not be filed/renewed unless the PTA goes to for-profit status or merges with or into another organization.
- Shall renew annually the Insurance Policy with MIC for employee Dishonesty Coverage.
- Assists the President and performs his/her duties in his/her absence as indicated in the bylaws.
- Shall assume the duties of any other vacant elected office in addition to his/her duties as First Vice President, for no more than three (3) months, until an election to fill the vacant office occurs.
- Is the Liaison for Rules and Finance, supervising the Audit, Budget, Bylaws, and Legislation/Standing Rules Committees.
- Shall be responsible for supervising the expenses of and signing the expense vouchers for any expense items not specifically belonging to committees under other Vice Presidents. These will include general administrative costs incurred by members of the EC, copy and custodial costs, and other expenses submitted directly to the treasurer from outside the PTA.
- Shall serve as chair of the School Gift standing committee.
Maintains a copy of a set of all legal/finance/tax records, the first set being held by the treasurer. The specific records in this file are indicated under General PTA procedures.

The Second, Third, Fourth, and Fifth Vice Presidents:

- Are supervisory liaisons for the PTA committees in the following categories as indicated in the VP liaison chart.
Second Vice President --- Administrative and General Volunteer
Third Vice President --- Home, Community, and Classroom
Fourth Vice President --- Enrichment
Fifth Vice President --- Ways and Means
- The Second, Fourth and Fifth Vice Presidents are members of the Budget committee.
- The Second Vice President arranges the September faculty and PTA EC breakfast. The budget for this event shall be a subcategory under the budget for the Social/Teacher Appreciation Committee.

The Secretary:

- Keeps and maintains the official signed and dated copy of the Bylaws and Standing Rules, and brings them to every meeting. The Secretary provides copies of them upon request.
- Publicizes all PTA Executive Committee, Executive Board and General meetings.
- Distributes the agendas of the EC, EB, and PTA meetings to their respective members.
- Shall have copies of the minutes of the PTA Executive Board and General meetings available for the subsequent meeting, and shall provide them to the webmaster or his/her designee each month.
- Shall distribute the minutes of the EC meetings to the EC members after each meeting.
- Shall maintain an electronic file of the minutes for the EC, EB, and PTA for the entire year and shall maintain past files of committee meeting minutes up to three years.
- Passes an attendance sheet at the meetings listed above. The attendance sheets are kept with the secretarial books for up to three years.
- Prepares and distributes to officers and committee members the general PTA folders, to include copies of the Bylaws, Standing Rules, school calendar, EB, EC and PTA meeting dates, lists – including

names, addresses, telephone numbers, cell phone numbers, and email addresses - of the EC, VP Liaisons and the EB, deposit and expense forms and procedures, tax exemption letter and information for Romona Reporter and Publicity (Pioneer Press) submissions.

- Coordinates with the MEC for all information needed for the District 39 calendar.

The Treasurer:

- Maintains the finances of the PTA and is responsible for remitting the appropriate portion of dues to the Illinois PTA as indicated in the Bylaws. The first portion of the Illinois PTA dues are due to Illinois PTA by October 1; final dues must be paid by June 25. Any unused membership cards must be returned to the Illinois PTA by June 25, or we will be charged membership fees for them
- Maintains a set of all legal/finance/tax records as indicated in the General PTA procedures and prepares a copy of these records for the First Vice President to hold.
- Shall maintain a paper copy record of all income and expenses using a voucher system. The Treasurer shall maintain an ordered paper copy file of all vouchers together with all receipt and check stub documentation.
- Maintains the PTA records using appropriate accounting software approved by the Executive Committee. The software should have capabilities for organizing income and expense categories and preparing reports. In the event the Executive Committee chooses to replace the current software, the Treasurer must maintain access to any old software (dating back to the Quicken records from 2000) with its PTA records in order to provide information from previous years to PTA members as needed.
- Shall balance accounting records (perform a reconcile) with all bank statements monthly. Bank statements are to be mailed by the bank to the President to review and then pass on to the Treasurer. A read only back-up file of the accounting records should be made monthly immediately after the balance is performed. A copy of all the monthly back-up files should be handed to the new Treasurer.
- Must recount the amount of each deposit and inform the depositor immediately of any discrepancies. Any unresolved discrepancies should be presented to the EB. The EB may determine that further deposits be counted by two (2) people simultaneously.
- Shall deposit all monies received into the PTA bank account on a weekly basis. S/he shall insure that sufficient funds are maintained in the checking account to cover all necessary checks. No checks should be signed without sufficient funds. The Treasurer shall notify the Executive and budget committees of potential balance problems before they occur.
- Shall collect expense vouchers and prepare checks in a timely fashion, generally within one week of receipt. She/he shall check receipts, and ensure that the request is within the budget byline, and that the vouchers have been properly authorized before dispensing checks. She/he shall make every effort to meet needed committee deadlines for checks.
- Or a specifically designated substitute must attend every fund raising event in which more than two hundred dollars (\$200.00) cash is expected during the time of the event as indicated in the Finance Section.
- Shall notify the check writer of any checks returned for insufficient funds. If the check is for Grocery Dollars, the Treasurer shall also notify the Grocery Dollars chairperson immediately. The Treasurer may also consult as needed with the chairperson of any other committee for which a returned check was written. If the check is not replaced within two (2) weeks the Treasurer shall notify the Executive Committee. The Treasurer should keep a copy of returned checks until the funds are replaced

- Shall prepare a yearly budget progress report (category detail report listing for all committees and budget items) for the past two years for the incoming budget chairman in May. The outgoing and incoming Treasurers should work together with the Budget Committee to prepare the next year's budget.
- Shall prepare a category detail report for each committee to give to the incoming relevant Vice President and committee chairs by May 1.

- The outgoing Treasurer shall give the new Treasurer paper copy printouts of the past year's registers, and shall make a list of and pass on all useful files to the new Treasurer. These shall include at least the Treasurer's Membership file, the Tax files, a 1099 instruction file, the Audit preparation file, and the Expense-deposit voucher instructions and samples.
- The outgoing Treasurer shall give the new Treasurer a copy of the old Quicken software used from 2000-2005, a copy of any new accounting software in use, and a read only copy of all past files beginning with the initial computer files in 2000. The two treasurers should ensure that each has the same complete data for the entire fiscal year through June 30.
- The Treasurer shall provide the following items to the auditor at the end of the fiscal year by July 15. 1. A complete printout of the check register through June 30. 2. A copy of the final June 30 budget progress report, net worth report, and itemized categories report. 3. All bank statements, cancelled and voided checks and deposit slips. 4. The year's records of deposit and expense vouchers. If the auditor requests a mid-year audit, the treasurer shall provide the above items at the requested date

- The outgoing and incoming Treasurers shall work jointly until the audit has been completed. The incoming Treasurer should expect and ensure that the audit has been completed satisfactorily before taking complete responsibility for the records.

- The outgoing Treasurer shall assist the new treasurer with the taxes for the past year. This should be done even if the Executive Committee decides to hire a professional tax accountant. The new Treasurer shall file the taxes by the November deadline. Note: State and National PTA dues are not to be included in PTA gross receipts for tax returns and financial records purposes. The Treasurer shall maintain detailed records of all tax calculations, grouping of categories, etc, along with the tax records. These should be maintained on Excel or equivalent spreadsheet and passed to the next treasurer.

- In the event that the change of Treasurers requires a change in computer operating systems, the outgoing Treasurer will test the process as soon as the need is recognized and consider engaging technical assistance. Prior to the attempt to transfer data the outgoing Treasurer shall print out the entire register for each bank. After the transfer the entire record should be printed out on the new system and both outgoing and incoming Treasurers shall ascertain that both sets of records are identical. .

8. Nominations and Elections

- The EC shall post, backpack express and publish in the Romona Reporter the nominating and election timetable describing the positions and duties of officers and the requirements for nomination and election of officers, of the Nominating, Audit, and Bylaws (when applicable) Committees, and of the Budget Committee chair. The EC should encourage parents and teachers to run for PTA positions and to be committee members and chairs.

- The Nominating Committee will follow the guidelines outlined in the Nominating Committee section 19 below. The Nominating Committee shall post its officer slate thirty (30) days before the April election. The slate will be placed on a written ballot for the annual PTA election in April.
- The President shall preside at the April PTA election. The President will read the Bylaws section pertaining to election. The President shall restate the slate of nominees, and then shall call for nominations from the floor. Only individuals who have been PTA members for at least 30 days may be elected to office. The consent of the nominee to serve if elected should be obtained. Additional nominees, if any, shall be added to the ballot.
- Per the Bylaws, the vote shall be by ballot. However, if there is only one candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice.
- Ballots are given only to individuals who have been PTA members for at least 30 days. Tellers, appointed by the President, will distribute, collect and count the ballots and prepare a report listing the number of votes cast, number of votes necessary for election, and number of votes received by each candidate. The report is attached to the minutes.
- A majority of the votes cast is necessary to elect an officer. In the event of a tie vote or in the absence of a majority vote, the PTA will continue voting until a majority is reached. The President will declare those elected based on the election report.

Guidelines for Specific Committees

9. Audit Committee

- The Audit Committee shall initiate the audit procedure. It may begin its work at any time after the annual Treasurer's report is given to the PTA. The complete review must include all data through the close of the fiscal year on June 30. The committee should provide initial clearance of the books to allow the Treasurer to write checks by July 31st. During this initial review period (June 30-July 31), the Audit Committee chairperson may allow the treasurer to write a limited number of critical checks. The Audit Committee shall provide a final written report to the PTA at the first meeting of the PTA in the fall.
- The Audit Committee has the discretion to have a mid-year (second) audit.
- The outgoing Treasurer and President and those that had check signing authority for the year being audited shall provide any requested materials to the audit committee and be available for questions by telephone at the time of the audit but should not be present at the audit.
- The audit should be an independent and neutral audit, without any interference or inferences by or direction from officers or the PTA. Specific concerns regarding financial issues should be brought to the audit committee after the audit is completed.

- The Audit Committee should prepare an audit report using the Illinois PTA form.

10. Budget Committee

- The Budget Committee shall consist of a non-officer budget committee chairman elected by the EB, the treasurer, and the 2nd VP (Administrative and General Volunteer), the 4th VP (Enrichment) and the 5th VP (Ways and Means).
- The Budget Committee shall meet prior to the last EC meeting in June to collate and review the estimated budgets of all of the standing committees. At that time the Budget Committee shall also review the state of the PTA finances and formulate an estimate of the maximum fundraising efforts that would be required to meet the PTA's expense needs. The Budget Committee shall present its conclusions to the EC at the final EC meeting in June. Both the outgoing and the new Treasurer should attend this meeting.
- The Budget Committee shall also meet during February, after the data from the Winterfest fundraiser has been collected, to review the current budget, past and future income and expenses for that school year, and shall present its findings and any recommendations to the EC. During the February review, the Budget Committee will also prepare specific recommendations concerning the amount of money that the PTA can afford to give as a Romona Gift for that fiscal year, taking into consideration funds necessary to remain in the bank to cover Grocery Dollars purchases.

11. Bylaws Committee

- The committee shall consist of three (3) seven (7) members including at least one EC member.
- The committee shall review the Bylaws every two (2) years using the current Illinois PTA Bylaws for Local PTA/PTSA Units or Councils as a guide. The committee will begin work in September and must present all proposed amendments or revisions to the PTA District Director assigned to Romona for approval. The committee then presents the approved Bylaws to the Romona PTA membership for vote in October. Once signed by the PTA and PTA District Director, they are filed with the Secretary of State.
- The committee reviews and updates the Standing Rules annually in September. The committee presents the updated Standing Rules to the EC and PTA for vote in October. The committee may suggest an additional time for review and update at its discretion.

12. Cafeteria Committee

- Sign-up to work in the cafeteria will occur during the first day PTA coffee. PTA membership is not required to work in the cafeteria.
- Each person may only initially sign up for two days per month. If vacancies exist after the opening day, additional days may be requested.
- In the event a volunteer is unable to staff the cafeteria for any given day, the volunteer is responsible for finding his/her substitute.

13. Clubs Committee

- The Clubs Committee arranges for a variety of clubs, identifies volunteer and paid leaders, and determines club fees with approval of the 4th Vice President.
- Fees for each club shall be established such that each club will be able to be at least self-supporting. No club may submit expenses for more than its allotted budget as set by the Clubs chairman, and its budget shall not exceed its income.
- The Club Committee should attempt to have the program, earn an overall positive revenue of approximately two dollars to five dollars per enrolled slot.
- The committee shall maintain and provide to the treasurer a spreadsheet of the clubs programs organized by club and indicating the number of children enrolled per club and income and expenses per club. As soon as the club participants have been enrolled, the committee shall establish specific expense budget limits for each club and provide this information to the Treasurer and to the club leaders. The clubs spreadsheet shall also be handed on to the new committee chairman for the next year.
- For clubs for which there are more applicants than slots available, the Clubs Committee will use a lottery, and will make every effort to give each child who timely applies, at least one club

14. Family to Family Committee

- Appropriate remembrances will be sent by Family to Family in the event of:
 - Serious illness of PTA board member, School Board member, District 39 faculty or staff.
 - Death of PTA board member, School Board member, District 39 student, parent, faculty, staff, or immediate family member of anyone in this group.
- Remembrances of fifty dollars (\$50) or less can be approved by the EC to expedite delivery of the remembrance. The type and amount of remembrance will be decided at the next general PTA meeting if the amount is to exceed fifty dollars (\$50).

15. Grocery Dollars Committee

- The committee purchases grocery dollars and gift cards from participating businesses at discounted prices and provides the dollars and cards to the Romona Community for return of their face value.
- The chairperson shall maintain a spreadsheet updated and balanced monthly of all grocery dollar and gift card orders and deliveries, and of all expenses and check and charge card income. The monthly balance shall also indicate the amount of grocery dollars and gift cards (end month), and outstanding payments (receivables at end month). These figures should be indicated separately by charge and by check where appropriate. The chairperson shall report these numbers to the treasurer monthly and work with the Treasurer to identify the source of any discrepancies with the Treasurer's accounts at the end of each month.
- The committee shall require payment for all grocery dollars and gift cards prior to or at the time of delivery.

The committee may utilize a charge card service for the program. It shall make this service available to other PTA committees as needed. The committee shall put through the charges for charge card subscribers on a monthly basis. These charges shall be put through at least two (2) days prior to the day that the committee needs to have the grocery dollar purchase checks dated. The Grocery Dollar Chairman with the Treasurer's clearance may make individual exceptions to the above-indicated timing at his/her discretion.

- Check payments may be given at any time during the month prior to or at the time of receipt of the grocery dollars. The committee may request an earlier date for check receipts at its discretion for bookkeeping purposes.
- In the event that a subscriber's check is withdrawn for insufficient funds, a charge is challenged, or a payment more than two weeks late, the committee shall deliver no further grocery dollars to the subscriber until the matter is resolved and the new payment is made. If the above problems occur more than once, the committee chairperson may cancel that subscription.

16. Integration Committees

In the event that a Vice President chooses an Assistant Vice President who does not have a voting position on the EB by virtue of a chairmanship, the Vice President may request the EB to create an Integration Committee for his/her group of committees. A separate Integration Committee should be created for each Vice President requesting one.

Each Integration Committee so created assists the VP with all of the committees under that VP's supervision. The Assistant Vice Presidents are the chair of their respective Integration Committees.

17. Membership Committee

The Membership Committee collects PTA membership dues, keeps membership records, coordinates with the Treasurer to remit dues to the Illinois PTA, and distributes PTA membership cards. The committee shall keep itself updated with respect to Illinois PTA rules concerning dues. The committee will also coordinate with the Treasurer to return all unused membership cards to the Illinois PTA by June 25.

The membership committee publishes a membership directory, including emails (with member consent), emails members with a group email distribution list, gives the directory information to the school/PTA for posting, and updates the directory as necessary. The committee with EC approval may make selected directory information available for placement on the Romona website.

The membership application form shall include a place for email information, and a check off list to allow members to give approval for email use as follows: a)PTA Committees and Directory and b)Romona website.

18. Nominating Committee

- a. Members of the Nominating Committee shall serve for a term of one (1) year. Members may not serve consecutive terms and may not serve more than two terms in total.
- b. The quorum of the Nominating Committee shall be five (5) members.
- c. The Nominating Committee shall solicit information from candidates by means of a standard form, and will verify information provided, as it deems appropriate.
- d. The Nominating Committee works to provide one (1) nomination for each of the offices of President, all Vice Presidents, Secretary and Treasurer.
- e. If there are multiple candidates for any office, the Nominating Committee will select, based on relevant information, the candidate best suited for the position.
- f. In the event the nominating committee believes there are no qualified nominations for an office (other than President) it will present no nomination for that office.
- g. If there are no nominations for an office and if there are no floor nominations for that office at the election in April, nominations for that office will be taken from the floor and an election will be held at the regular PTA meeting in May, and the provisions of Article VI Section 2d will not apply.
- h. The Nominating Committee will also canvas the organization for volunteers for membership of all Standing Committees including the Budget Chair, Audit, Bylaws and Nominating Committees. Any member of the PTA is welcome to volunteer for one or

more available positions. The nominating committee will post and publish all committee volunteers at least (30) days prior to the election meeting in April.

- The Nominating Committee should have a copy of the bylaws and a membership list at its meetings. The Committee should use a standard nomination form to obtain relevant information from each potential nominee for office. Committee members themselves may be nominated for office, but should be excused from the room while their nomination is being considered.
- Discussion of nominees is confidential and voting should be by ballot. The committee chair should contact nominees, inform them of the duties the office involves, and must obtain their consent to serve if elected in order to be nominated.

19. Room Parents Committee

- The Room Parent Committee will be formed to facilitate the selection of the Room Parents. (Membership on this committee does not guarantee a position as a Room Parent or Grade Level Chair.)
- The Room Parent Committee will publicize requests for volunteers for room parents in the August Romona Reporter, in the summer letter from the principal that contains the class lists, at the kindergarten picnic, and on the opening day PTA coffee. The sign-up will begin at the first day PTA coffee and continue during the first week of school.
- This committee will gather names of volunteers for classroom room parents and select three room parents for each classroom by lottery. Those not selected will be put on a waiting list.
- The Room Parent Committee will also gather names of volunteers for, and will select, Grade Level Chairs (one per grade) for those positions, giving preference to those with room parent experience. It is possible to be a Grade Level Chair without being a room parent.
- The Room Parent Committee will list the duties of a Room Parent, indicating that anyone that does not fulfill his/her duties will be replaced by a volunteer from the waiting list.
- Room Parents are not to collect monies for any school benefits until advised by the appropriate Ways and Means committee.
- Any solicitations to parents for money for activities or gifts must indicate that all contributions are voluntary.

Appendices

Appendix A: Copy Guidelines and Fees

These updated guidelines are effective December 14, 2005. In order to reduce copy costs all officers, committee chairs and members and PTA members should be aware of and adhere to the following guidelines:

General:

- Copying should always be done either at Romona or the Mikaelian Center (MEC) and the cost differential for your specific job should be a decision factor. Never copy at a Kinkos store or other outside copy center due to much higher cost.
- Consider copying a few “flyers” and post around the school, post information on the Romona website, put in the Romona Reporter and/or email to the PTA Exec Board and members rather than printing and backpacking 400 copies home.
- Consider double siding documents
- Use the “red dot” program: printing only copies necessary per the “red dot” classroom information posted in the Romona copy room. (Refer to the Environmental Committee description for more information on the red dot” program)
- Teacher copy needs take priority over PTA copy needs. If you are in the middle of a big job, please stop it and allow the teacher to make the copies they need. Teacher use tends to be high in the morning just before the start of the school day. When possible try not to make copies at this time.

Romona copying:

Romona has a black and white copy machine on the 1st floor in the second grade hallway and another on the second floor near the music room. PTA members can use them for PTA purposes. There is a black PTA notebook in the first floor copy room. Record in the book the name of the committee, the number of copies, and the type of paper (white/color).

Romona copy costs are .0052/page for white paper and .0138/page for color paper.

Romona does not have a color print copier.

Romona is cheaper than the MEC for white paper and more expensive for color.

MEC copying:

There are two copy machines at the MEC. The fees below reflect a 50% discount that the PTA receives.

- WC pro 90 Group – this machine prints black and white copies (on white or colored paper) at .0125/page.
- The Doculcolor machine – this machine prints black and white copies at .02/page (it is faster than the other machine but also a lot more expensive so do not use it for black and white!) or color prints at .075/page.
- The MEC also has laminating film (25 cents/foot); laminated squares (10 cents each), posterboard (30 cents/sheet), bulletin board paper (10 cents/foot) and a poster machine (3.50/poster).

There is a Romona code that must be entered into the copy machines in order to use them. The PTA President can provide the code.

Consider using the MEC for very **big** jobs, color ink jobs and color paper jobs.

MEC copy costs are more expensive than Romona for white paper and cheaper for color paper.

Appendix B: Custodian Guidelines

MEC provides Romona PTA with **25 free hours** of custodian time outside of regular school hours of 6:30 a.m. – 9:30 p.m. After that, we are charged overtime at **\$39/hour with a 3-hour minimum.**

Our goal is to work smarter in order to reduce our custodial overtime charges. Please adhere to the following guidelines:

- Communicate with Romona's head custodian, Betty Godeman, before an event to see how to set-up/tear-down and run events efficiently, including the possible need to recruit more PTA volunteer helpers to handle certain activities that custodians handled in the past.
- Hook in with your VP, committee, or Budget Committee for ideas.
- Consider efficiency: for example , can we set-up Friday after school to minimize OT for a Sat/Sun event? If there is an evening event – the goal should be to be out by 9:30 p.m.

Appendix C: Committee Descriptions

Audit Committee: This committee initiates the annual audit and, at their discretion, a mid year audit process. Upon completion of the annual, the Audit Committee shall provide a final written report to the PTA at the first meeting of the PTA in the fall.

Birthday Book Club: This committee will be in charge of the Birthday Book Club program which allows parents to donate money for books in honor of their child's birthday.

Book Fair: This committee is responsible for organizing a yearly book fair and securing volunteers to run it.

Budget: Duties of this committee include the review, organization, and approval of each committee budget. The committee will submit proposed budgets to the EC for approval prior to the last general PTA meeting of the school year. This committee's chairperson will be a non-officer elected by the EB at the April PTA election. The committee members will include the Treasurer, the 2nd, 4th, and 5th VPs.

Bylaws: This three (3) to seven (7) member committee (which must include at least one EC member) reviews and updates the Bylaws every two (2) years in odd number years. This committee also annually reviews and updates the Standing Rules.

Cafeteria: This committee will be responsible for the organization of the volunteers serving lunch in the cafeteria.

Civics and Safety Committee: This committee will coordinate all matters pertaining to the safety of children, such as the McGruff program; bus, playground and bike safety, as well as traffic control around the school. This committee will also be responsible for overseeing the annual Bike Rodeo on an afternoon in the spring.

Clubs: This committee will coordinate the winter lunchtime Clubs Romona program. This includes determination of clubs offered, soliciting club leaders (paid and volunteer), establishes club fees and budgets with the approval of the 4th VP, and organizes the enrollment process.

Community Review Committee (CRC): This committee will serve on the Village-Wide CRC, which meets in the evenings and researches important educational issues pertinent to District 39 students. This committee has two (2) volunteers, each for 2-year terms per CRC rules.

Directory: This committee will coordinate the publication of the Romona School Directory.

District 39 Educational Foundation: This committee will serve as Romona's liaison to the Foundation, attending monthly evening meetings and reporting back to the PTA and in the Romona Reporter. This is a one (1) person committee per Foundation rules.

Early Childhood Liaison: This person communicates between the PTA and the Early Childhood parents and staff to provide Early Childhood with pertinent PTA information and to provide the PTA with information and updates regarding the District 39 Early Childhood Program.

Enrichment: This committee will work with teachers to coordinate field trips, assemblies, and other enrichment programs for each grade level.

Environmental Awareness: This committee will coordinate environmental awareness activities at Romona, coordinate the printer cartridge recycling program, and attend district-wide committee meetings, and oversee the Red Dot program which eliminates multiple copies of the same document going to Romona families with more than one student.

Fall Event: This committee is responsible for planning the fall fundraiser.

Family to Family: This committee will arrange assistance to Romona families in need by other Romona volunteer families. This may include coordinating childcare, dinners for families, transportation and fundraising.

Family Awareness Network (FAN): This committee will coordinate activities relating to family life and health. They will also attend District-wide meetings and report back to the PTA and in the Romona Reporter.

Family Event: This committee plans the family fundraiser, i.e. Movie Night.

Fourth Grade DVD/Party: This committee will produce a DVD to be given to each fourth grade student and also plan the end of the year 4th grade class party with the help of the 4th grade Room Parent Coordinator and room parents.

Grocery Dollars: This committee will coordinate the grocery dollars program, including publicity, order filling and delivery.

Health and Fitness: This committee encourages health and fitness for our students through activities that promote food and nutrition awareness and physical activity. This committee's works include health tips for parents to be reported in the Romona Reporter as well as one all school fitness event.

Landscaping: This committee will coordinate the beautification of the school grounds.

Legislation/Standing Rules: This committee keeps records of and should be familiar with the Romona PTA bylaws, and will become familiar with the bylaws of the Illinois PTA and the National PTA. The committee will advise on parliamentary procedure when requested, and will monitor, and advise PTA of laws effecting children. The committee chairperson will assist the Bylaws Committee, as necessary, in reviewing and revising the bylaws.

Membership: This committee will collect PTA membership dues, keep membership records, and distribute membership cards. This committee will also publish a membership directory email members with a group email distribution list and update as necessary.

Multicultural: This committee will coordinate with the Romona Principal and teachers to organize school and family activities highlighting cultures represented by Romona students, including the annual International Fest.

Picture Day: This committee will be in charge of all aspects of school picture days, one in the fall, and one in the spring.

Product Premiums: This committee will coordinate the collection of product labels that are redeemed for cash or equipment for the school.

Publishing Center: This committee will coordinate volunteers to assist the students in binding and illustrating the covers of their written works and to assist kindergarten students in creating and typing their books.

Romona Reporter: This committee will be responsible for the publication of the Romona newsletter as well as coordinating and collecting for any classified ads. They will also work with the Principal, teachers and PTA members to submit information to the Pioneer Press and other local publications. They will edit and format articles submitted, photocopy and distribute the newsletter.

Romona Wear: This committee will collect and fill orders and maintain stock of Romona school logo merchandise.

Room Parents: This committee will gather names of volunteers for classroom parents and select two room parents for each classroom by lottery. The committee will select Grade-Level Chairpersons from the volunteer list, giving preference to those with room parent experience. They will act as liaison between PTA committees and Room Parents. Membership on this committee does not guarantee selection as a room parent.

School Gift Committee: This committee will coordinate the selection and purchase of a yearly gift to the Romona School as well as holiday and end-of-the-year gifts for school support staff (i.e. secretaries, head custodian, kitchen staff). The 1st VP will be the chairperson of this committee.

Social/Teacher Appreciation Committee: This committee will coordinate events during Teacher Appreciation week in May as well as other Teacher appreciation activities throughout the year. They will plan the June PTA Coffee and the Opening Day PTA Coffee. This committee will organize refreshments, if any, for general board meetings, and will be in charge of invitations, decorations, and food for all PTA sponsored luncheons.

School Store: This committee will purchase school supplies for the school store and coordinate volunteers to run the store.

School Supplies: This committee coordinates the springtime order of next year's school supplies for all interested families and coordinates the receipt and distribution of the supplies. In addition, this committee coordinates the used school supply donation program.

Spring Event: This committee is responsible for planning the spring fundraising event.

Webmaster: This committee is responsible for the timely posting of approved information on the Romona PTA webpage as well as general maintenance of the webpage.

Welcoming Committee: This committee will plan the Kindergarten Picnic to take place in August, and assist in other programs for the new families as needed.

Winter Festival: This committee is responsible for planning the winter time fundraiser.

Wrapping Paper Sale: This committee oversees the fall wrapping paper fundraiser.

Yearbook: This committee will work with a yearbook publisher to compile the yearbook and will coordinate its sale and delivery.

Approved by Romona Executive Board on: _____03/08_____