

Kingston
Parent Teacher Organization
Committee Chairperson Guidelines

The following guidelines have been put together to assist committee chairpersons.

- **Membership & Meetings**

The committee chairperson shall be an active member of the KPTO and make every effort to attend monthly meetings. A brief update of the event/function shall be given at meetings when appropriate. If the chairperson is unable to attend, another member of the committee should be available to give the report. The sharing or Co-chairing of a committee is encouraged.

- **Responsibilities**

The chairperson (or co-chairs) shall perform their duties within the guidelines of the Kingston Parent Teacher Organizations Bylaws. The chairperson shall organize volunteers and coordinate the event/function for which they have volunteered. Decisions about the event/function shall be made by the committee as a whole and then reported to the entire KPTO at the appropriate meeting. Updating the Committee Event Folder is the responsibility of the chairperson (see **Committee Event Folder** for details). Community members that volunteer their time, services or donate funds should be thanked by the committee. The chairperson from the **Appreciation/Hospitality** committee can assist with thank you notes.

- **Publication**

Any notice to the public or school community in regards to the event/function shall be approved by the Executive Committee before it is advertised. The chairperson of the **Copies/Mail Committee** should be contacted for assistance with printing and distributing information within the school community.

- **Income and Expenses**

All requests for funds must be approved by the KPTO at a regular monthly meeting. Any requests for reimbursement of expenses require that a voucher be filled out and receipts attached. If funds are collected at the event/function, they must be accurately totaled and recorded by the chairperson prior to being submitted to the Treasurer. It is the Treasurer's responsibility to verify the funds with the chairperson and then deposit them.

- **Committee Event Folder**

Each chairperson shall obtain from the Secretary a "Committee Event Folder". The chairperson may use the prior year's information as a guideline and then update the folder after the event/function. The update should include ~ the date(s) for the event/function, a list of volunteer that assisted, contacts and phone numbers, details of income and expenses, number or participants (if appropriate) and a brief recap of the event. Suggestions or changes for next year would also be helpful.