

FORCEY CHRISTIAN SCHOOL PARENT TEACHER ORGANIZATION COMMITTEE GUIDELINES

2022 Edition

Guideline Created January 2022

Approved by PTO Executive Board on January 3, 2022

The FCS Parent Teacher Organization (PTO) exists to support the education of students at Forcey Christian School and its teachers by fostering relationships and building community among the school, parents, and teachers and to partner with Forcey Christian School to accomplish its vision of educating students to reach their full potential spiritually, academically, cognitively, physically, socially, and emotionally. The Parent Teacher Organization will be subject to the oversight of the Forcey Christian School Board. All FCS policy, instructional, staffing, and business decisions are the sole purview of the FCS administration.

PURPOSE OF THIS DOCUMENT

The primary purpose of this document is to provide guidance and familiarize Forcey Christian School PTO members with the objectives, scope, and definition of existing PTO committees. The document provides definitions and key recommendations on general committee guidelines for operation.

This document will serve as a reference source to committee members and leadership, as well as assist in providing clear direction and recommendations on the effective functioning of each committee.

LIST OF EXISTING COMMITTEES

- COMMUNICATIONS COMMITTEE
- EVENTS COMMITTEE
- FUNDRAISING COMMITTEE
- MEMBERSHIP AND NOMINATING COMMITTEE
- STAFF ENCOURAGEMENT COMMITTEE

GENERAL RULES/GUIDELINES FOR COMMITTEES

- Committees shall be subject to the oversight of the FCS PTO Executive board
- Committees shall meet **at least** once every two months.
 - Meetings times may vary depending on current projects and needs of the committee.
- Committees shall choose a chairperson whose responsibilities shall include committee meeting organization and leadership.
 - Committee Chair shall be nominated by members of the committee
 - Committee Chair shall serve no more than a 2-year term
 - Committee Chair shall be the point of contact with the FCS PTO elected officers, providing updates, and bringing up any issues that need to be resolved by the elected officers.
- Committee projects need final approval of the FCS PTO elected officers.
- In cases where there is a need for cross committee collaboration, committee chairs of all the committees involved shall work together to determine the best way to collaborate.
- Committee membership shall comprise only of FCS PTO members in good standing.
- PTO members in good standing can serve on as many committees as they would like.

COMMITTEE DEFINITION, SCOPE, AND OBJECTIVES

COMMUNICATIONS COMMITTEE:

The FCS PTO Communications Committee is responsible for supporting the development, monitoring, updating, and overall handling of all communication efforts/policies for the FCS PTO. The scope of this committee includes, but not limited to, development of content for social media/online networking, communications with external and internal stake holders, and development of generalized language for publicity. The committee articulates the goals,

objectives, and achievements of the FCS PTO to various stake holders, providing the avenues to network and connect with partners. The goal of the Communications Committee is to support all PTO communication efforts within the FCS community. This committee will collaborate with all committees to support communication/promotional planning and ensure coordinated and timely communication with external and/or internal stakeholders.

EVENTS COMMITTEE:

The FCS PTO Events Committee exists to provide support in the organization and execution of events in support of the FCS community. The Events Committee will be responsible for providing support to the FCS community during special school events including, but not limited to, providing PTO representation during school open house events, school fundraising events, school celebration events, etc. The Events Committee will collaborate with other FCS PTO Committees as needed in support of the FCS community.

FUNDRAISING COMMITTEE:

The FCS PTO Fundraising committee provides leadership and support for all FCS PTO fundraising efforts. The committee's responsibilities include, but not limited to, identifying new avenues to help FCS PTO with its fund-raising efforts, development of fundraising ideas for proposed fundraising events, and collaboration with the Communications and Events committees to execute successful fundraising events. The committee may also help support school-sponsored fundraising events by organizing PTO volunteers to assist with school administration requests related to school fundraising.

MEMBERSHIP AND NOMINATING COMMITTEE:

The purpose of the FCS PTO Membership and Nominating Committee is to provide leadership in support of the organization's membership and nomination of officers. The Membership and Nominating Committee will be responsible for the handling of all membership matters including, but not limited to, membership dues, conducting elections and nominations of PTO officers, and encouraging expansion of membership through active recruitments of FCS parents who are currently non-members.

STAFF ENCOURAGEMENT COMMITTEE:

The FCS PTO Staff Encouragement Committee exists to provide encouraging support and appreciation of the FCS staff. The Staff Encouragement Committee will be responsible for organizing staff appreciation events such as holiday parties, etc., as well as identifying, developing, and executing new ideas to show appreciation to the FCS staff. The committee will mobilize and coordinate the efforts of all PTO members and the entire FCS community to

generate the necessary support and resources needed for all staff encouragement and appreciation events.