GREENWICH HIGH SCHOOL PTA

Leadership Handbook

2020-2021

Guidance for GHS PTA

Board Members

and

Committee Leaders

The work of the PTA would simply not get done without its volunteers.

Thank you for volunteering to help the GHS PTA in a leadership capacity!

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Please read the entire Leadership Handbook for an understanding of the GHS PTA, the organization of its leadership, and to better understand your leadership responsibilities.

Use the table of contents below to easily access specific information. Each blue title is a hyperlink to that section.

This handbook is an introduction to leadership roles at GHS PTA. Please refer to job descriptions for additional information, and contact your VP or the Co-Presidents for answers to any questions you may have.

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INTRODUCTION

Thank you for stepping forward to help perform the work of our PTA! We realize that you all lead busy lives, but please know that the time you volunteer is greatly appreciated and that many benefit from this gift. We have assembled this handbook to help you with your work this year. Please be sure to transition with your predecessor(s) and don't hesitate to contact your GHS PTA VP or the Co-Presidents if you have questions or suggestions. This handbook is meant to be a reference to help prepare you for your work and guide you as you complete it. It is not an all inclusive reference for the GHS PTA. Please contact the Co-Presidents or your VP with any questions you may have on elements included in this reference tool or not covered in this handbook.

ROSTER

A roster with a complete listing of GHS PTA Board and Committee Chair contact information will be emailed to you by your VP. The information on the **roster** published in the Student Directory and posted on the GHS website contains only the email you use for conducting PTA business. The emailed version will include your preferred phone number and home address. We ask that you review the information we have listed for you and send corrections to the GHS PTA Secretary at **Secretary@ghspta.org**. All Board members and Committees have @ghspta.org emails and some access to the GHS PTA Google Drive. GHS PTA business should be done using your @ghspta.org email if your committee has one. Training for Gmail and Google Drive will be provided. Please refer to and follow the GHS PTA Google Drive Protocols referenced in ***Additional Resources***.

IMPORTANT DATES

This is a quick reference list on page 6 of important GHS PTA and related dates for the current school year.

JOB DESCRIPTION, EVENT DATES, & BUDGET

Your job description is a general description of your duties. It is not a detailed list of everything your position includes and when it happens. Details can be obtained through transitioning with your predecessor and working with your VP. It's good to update any best practices and timelines that may be shared with you, or create your own if none exist. If your committee manages an event with a specific date or window, that information is listed on your job description page. A full timeline for preparation can be obtained from your predecessor. Please develop such a list if none exists. If your committee has a budget line responsibility for revenue and/or expenses, this is listed at the bottom of your Job Description sheet. Contact the GHS PTA Treasurer at **Treasurer@ghspta.org** if you need information on last year's spending for your budget line. Expenses should be discussed and approved by your VP. Please do not exceed your expense budget.

INTRODUCTION ..... cont.

EXPENSE & REVENUE MANAGEMENT

Refer to your Job Description or speak with the GHS PTA Board member who has oversight for your area to confirm any responsibility you may have for generating revenue and/or managing expenses. If your committee is responsible for generating revenue for the GHS PTA, please discuss the process with your GHS PTA VP. If your committee has an expense budget to manage, be sure that you know how those expenses are accrued and know that you will be able to stay within budget. Bring any concerns about staying within budget to the GHS PTA Board member who has oversight for your area as soon as you detect the situation.

If you have an expense reimbursement or check request that needs to be processed, please follow the process below:

For Committee Chairs and Committee Members:

- Complete a GHS PTA Expense Reimbursement/Check Request Form **GHS PTA reimbursement form**
- Include receipts or invoice with the completed form
- Forward the completed GHS PTA Expense Reimbursement/Check Request Form and corresponding receipts or invoice to the Board member responsible for your committee. This can be done in hard-copy form or scanned and attached to an email.
- The Board member will then seek the appropriate approvals and forward the request onto the Treasurer for payment.

For Board Members:

- Please review and approve all GHS PTA Expense Reimbursement/Check Request Forms
- Request Forms under $500 received from your committees and forward all approved requests onto the Treasurer for payment. If there are any issues, please follow-up with the committee prior to forwarding the request on to the Treasurer.
- For requests $500 or greater, please forward on to both PTA Co-Presidents for approval after you have reviewed the documentation and approved the expense. Once the Co-Presidents have submitted their approvals, please submit the approved request to the Treasurer for payment.
- For Board members who incur or submit an expense directly, regardless of amount, please complete a GHS PTA Expense Reimbursement/Check Request Form and forward the form and corresponding receipts or invoice to both Co-Presidents for approval. Once approved, please submit the request to the Treasurer

Please remember that we are a tax exempt organization so sales tax should not be paid.

Email your completed reimbursement form and receipt to the GHS PTA Treasurer at **Treasurer@ghspta.org**. If you are unable to email your request you can leave it in the Treasurer's folder in the PTA mailbox in the GHS Main Office. Contact the GHS PTA Treasurer at **Treasurer@ghspta.org** to discuss use of our tax exemption certificate for expenses.

COMMUNICATIONS GUIDELINES

The Communications guidelines will provide you with the details to get started in making sure our parent community can access important information on PTA happenings – especially those which require them to take action. ALWAYS work with your VP and the **VP of Communications** to be as effective as possible in getting the message out! Please funnel all requests for emails to the parent community through the VP of Communications as there is a defined communications strategy.

COMMITTEE GUIDELINES & VOLUNTEERS

It's important that ALL of the volunteers who wish to participate with any committee sign up using the Membership Toolkit link found in the back to school email from the PTA. This applies to volunteers continuing from last year as well. This allows us to track volunteer participation, and to ensure that volunteers are members and have also agreed to the confidentiality statement. All Board members and committee chairs must sign up on the volunteer form as well. Please be sure to review the GHS PTA Committee Guidelines for a list of GHS PTA committee procedures. Please contact the Board member with oversight for your committee with any questions, concerns, or suggestions you may have.

BYLAWS

The GHS PTA Bylaws are proprietary to the GHS PTA and are available by request to your VP or by emailing **GHSPTA@ghspta.org**. Bylaws are available only to members of the GHS PTA

IMPORTANT PTA DATES FOR 2020-2021

August 26:	PTA Breakfast for New Teachers @ 7:30 am
August 31:	PTA Lunch for All Teachers and Staff
September 8:	First Day 9th Grade
September 9:	First Day All Students
September 10 :	PTA Board Mtng
September 17:	Volunteer Fair @11am & PTA Meeting @11:30 am
September 24:	Open House 9th & 12th Grade
October 1 :	PTA Board Mtng
October 1:	Open House 10th & 11th Grade
October 6:	Hispanic Parent Meeting @ 7 pm
October 13 :	10th Grade Parent Meeting @ 7 pm
October 20 :	9th & 12th Grade Parent Meetings @ 7 pm
October 27:	11th Grade Parent Meeting @ 7 pm
November 5:	PTA Board Mtng
December 3 :	PTA Board Mtng
December 10 :	PTA Meeting @ 7PM
January 7:	PTA Board Meeting
January 11:	College Financial Aid Mtng
January 28:	PTA Meeting@ 7 pm
February 2:	Hispanic Parent Mtng
February 3 :	SummerFare @ 6-8 pm
February 4 :	SummerFare (snow date)
February 4 :	PTA Board Meeting
March 4 :	PTA Board Meeting
March 18:	PTA Meeting @ 7 pm
March 22:	9th & 10th Grade Parent Meetings @ 7 pm
March 29:	11th Grade Parent Meeting @ 7 pm
April 1:	PTA Board Meeting
April 5:	12th Grade Parent Meeting @ 7 pm
May 3-7 :	Teacher and Staff Appreciation Week
May 6:	PTA Board Meeting
May 11:	Hispanic Parent Meeting
May 27:	PTA Annual Meeting @ 9:30 am
June 10:	PTA Board Mtng
TBD:	Graduation Party

BOARD & COMMITTEE LEADERSHIP GUIDELINES

GUIDELINES FOR COMMITTEE VOLUNTEERS

- The GHS PTA provides the opportunity for GHS PTA members to sign up to help the PTA conduct various events and fill routine volunteer activities. Sign up will be handled by the Membership Toolkit application either on your phone or through the website. Alternatively, volunteers can sign up at the Volunteer Fair.
- Volunteers must sign up each year. The Co-chairs will receive the volunteer names from Membership Toolkit and contact each volunteer.
- Committee leaders must follow through on the following:
    - Contact ALL individuals who have signed up for their committee to begin utilizing their help, add them to a waiting list if all volunteer needs are filled, or suggest an alternative volunteer effort.
    - Contact Volunteer Coordinator when the need for volunteers has been filled.
- Any one-off volunteer needs should be communicated Volunteers@ghspta.org so they can be communicated in the monthly ParentLink email and posted on the website. The email(s) of the committee leadership in need of help will be listed for direct contact of those interested in helping.
- Refer to any notes and/or best practices that may have been provided by your predecessor. Some of that information may be in the **GHS PTA Google Drive**. Refer to that if you have access. Ask your VP to provide you with that information if you do not have access. Make a plan for your work. Take notes along the way and create best practices at the end of your work if none exist or update what may have been provided by your predecessor. If you do not have access to the GHS PTA Google Drive, send the information to your VP who will be able to upload this information to the Drive for future use.
- Board and Committee Leaders with @ghspta.org emails will receive training as necessary. There is also a Google Apps Learning Resources document that links to a variety of Google instructions and tips.
- Some committees operate with only a team of Chairs, a Coordinator, or Liaison. Other committees also require additional volunteers who help with specific elements of their work.
- Committee leadership and committee positions operate as do Board positions. All are two consecutive 1-year terms that can be continued beyond that only until the selection of a successor. All Board and Committee leadership positions require GHS PTA membership.
- All committees have a @ghspta.org emails and should be used for GHS PTA business. This provides continuity in reaching our volunteers as there is clear indication as to who to contact when needed and will provide historical information for anyone stepping into the role after you. If you need assistance to access your GHSPTA email please contact our VP of Technology.
- Volunteers for committees are selected from the list of names that come from the GHS PTA online volunteer form via Membership Toolkit and any names received at the Volunteer Fair. Additional

BOARD & COMMITTEE LEADERSHIP GUIDELINES...cont

volunteers may sign up, but will be notified by the committee chairs that their names will be kept only for fill-in purposes, should a current volunteer not be able to fulfill their commitment to this committee.

- Leadership and volunteers for all GHS PTA committees must sign up on the volunteer form on Membership Toolkit. This allows for all GHS PTA volunteers to indicate that they are current members of the GHS PTA and that they have read and accepted the confidentiality statement necessary for their work. Board members and Committee Leaders are required to be GHS PTA members.
- Please park in visitor parking spots only (marked by a V) when you are volunteering at GHS. All volunteers must sign in at the Security Desk, providing identification and your license plate number. If you are unable to park in a visitor spot, inform the Security Guard when you sign in. This will ensure that you will not be issued a parking ticket.

GREENWICH PTA COUNCIL

- The GHS PTA Co-Presidents are members of the Greenwich PTA Council (PTAC). PTAC is the umbrella organization formed by the fifteen PTAs of the Greenwich Public Schools. PTACs main roles are to coordinate PTA efforts and programs, to advocate with a unified voice, to facilitate communication, to interface with outside organizations such as the school system administration and town authorities, to be the liaison for the state and national PTAs, to promote cooperation and sharing of information, and to provide training and support. Committees are created to perform the work of Council, especially coordination and advocacy.
- The GHS PTA has six committees that line up with PTAC committees including:
    - Curriculum Enrichment
    - Green Schools
    - Digital Learning Environment (DLE)
    - Health & Wellness
    - Special Education Services (SES)
- The individuals that serve to chair or coordinate activities for the above listed committees will also serve as the GHS PTA representative on the PTAC committees. Each school (not each rep) has one vote when making decisions in PTAC. Please remember that you represent the GHS PTA and not your own personal position on a given matter.
- Work done by a GHS PTA Committee leader needs to be approved by the GHS PTA Board, in accordance with the GHS PTA Bylaws. That includes work done with PTAC.

COMMUNICATIONS GUIDELINES

The GHS PTA Communications team continues its work on updating communication processes and vehicles to meet the changing needs and expectations of the District, our parent body, and our membership. We attempt to streamline communications by getting to the core of our messages clearly and concisely and ideally with one subject matter per email.

The following communication vehicles are available to you:

- Monthly PTA ParentLink (P-Link) email messages
- GHS PTA web pages
- GHS PTA Facebook and Twitter
- Emails generated by Membership Toolkit
- Local media (both online and hardcopy)

The next page will give you directions on how to make submissions for ParentLink email messages. Please use the GHS PTA logo on any documents you produce on behalf of the GHS PTA. The official logo can be emailed to you for your use and that of your committee.

The GHS PTA web pages are available to promote and inform parents on our events and opportunities as well. Using ParentLink in tandem with the web pages is a great way to maximize your opportunity to get your message to our PTA community. Please contact the VP of Communications to use this option and please keep your VP informed of all of your submissions. Social media allows us to provide event reminders and highlights in real time. Please consider all of these options for communicating PTA Committee information.

The local press requires careful and thoughtful consideration, and we request that all committee chairs who are asked to comment to the press on GHS or Greenwich Public School issues to divert those questions to the GHS PTA Co-Presidents. You can email the Co-Presidents at **GHSPTA@ghspta.org** to alert them of the request, or simply let the press know the policy and suggest the press contact the GHS PTA Co-Presidents directly. If you are seeking press coverage, please contact the VP of Communications at **VP.Communications@ghspta.org** for assistance. Planning your communications and promotional needs ahead of time and building a timeline will be key to getting good coverage. Speak to us early in your planning stages.

COMMUNICATIONS GUIDELINES … cont.

GHS PTA PROCEDURES FOR MONTHLY PARENTLINK EMAIL

Due seven days prior to the ParentLink email distribution date:

- The VP of Communications will provide an email reminder seven days prior to the upcoming article deadline to the GHS PTA Board. Your GHS PTA Committee VP will contact you regarding any submissions for your committee. Article submissions for the ParentLink email should be sent to the VP of Communications at **VP.Communications@ghspta.org**. Please copy your VP on these email submissions. The VP of Communications will confirm receipt of submissions by email.
- Please keep your ParentLink submissions as ***brief and to-the-point*** as possible. Bullet points are often easier for readers to digest, and links to information on the PTA website should be used when possible. Submissions should be 50 words or less.
- In order to avoid inundating parents with information, the GHS PTA has reserved its communications for PTA events, with the exception of sometimes noting important upcoming school events that have some relationship to a GHS PTA committee.

PARENTLINK EMAIL DISTRIBUTION DATES

Tuesday, September 15, 2020	Tuesday, February 23, 2021
Tuesday, October 20, 2020	Tuesday, March 16, 2021
Tuesday, November 17, 2020	Tuesday, April 20, 2021
Tuesday, December 15, 2020	Tuesday, May 18, 2021
Tuesday, January 19, 2021	Tuesday, June 15, 2021

COMMUNICATIONS GUIDELINES … cont.

GHS PTA WEBSITE PROCEDURES

All submissions should be sent to the VP of Communications at **VP.Communications@ghspta.org**. Please copy your VP on this email to keep them informed. Submissions should be 50 words or less. Various opportunities exist for housing information, including text, forms, and photos. Please work with the VP of Communications to build the best presentation. Submissions will be confirmed by email.

GHS PTA SOCIAL MEDIA PROCEDURES

All submissions should be sent to the VP of Communications at **VP.Communications@ghspta.org**. Please copy your VP on this email to keep them informed. Submissions should be 140 characters or less as it is posted first to Twitter and is set to post automatically to Facebook. Submissions should include any .jpgs and necessary wording. We post to our GHS PTA Twitter and Facebook accounts. Various opportunities exist for housing information, including text, hyperlinks, and photos. Please work with the VP of Communications to build the best presentation. Submissions will be confirmed by email.

BOARD & COMMITTEE LEADERSHIP JOB DESCRIPTIONS

Your job description is a general description of your duties. It is not a detailed list of everything your position includes and when it happens. Details can be obtained through transitioning with your predecessor and working with your VP. If your committee has a budget line responsibility for revenue and/or expenses, it is listed at the bottom of your Job Description sheet. Each title is a hyperlink. Click on your job title to link to your job
description. (* indicates that the position works with a Greenwich PTA Council committee also.)

Co-President *
- Financial Review Committee
- Nominating Committee

Secretary/Google Drive Administrator
- Hospitality Chair

Treasurer

Assistant Treasurer

VP Technology
- DLE Liaison *

VP Communications
- Directory Editor
- Directory Publisher
- Display Case Coordinator
- Display Honor Roll Coordinator
- Neighborhood Liaison
- Social Media Coordinator
- Website (PTA) Manager

VP Distributions
- Curriculum Enrichment Coordinator
- Outreach Coordinator
- Ventures in Education Coordinator

VP Parent Education
- College Night Chair
- Grade 9 or 12 Coordinator
- Grade 10 & 11 Ambassadors
- Green Schools Coordinator *
- Hispanic Parent Liaison
- New Family Liaison
- Special Ed/Ed Differences Liaison *
- Tour Guide Coordinator
- Wellness Coordinator *

VP Programs & Services
- Art Department Coordinator
- Beautification Coordinator
- College/Career Ctr Rep Visit Coordinator
- College/Career Ctr Volunteer Coordinator
- Grad Party Sr. Parent Chair
- Grad Party Jr. Parent Chair
- House Coordinator
- Media Center Chair
- Student Activities Coordinator
- Student Employment Chair
- Teacher Appreciation Chair
- Volunteer Coordinator

VP Ways & Means
- Membership Committee
- Fall Fundraiser Chair
- SummerFare Committee

ADDITIONAL RESOURCES

Click the links below to access the form or information:

- **GHS PTA Board & Committee**
- **Info**
- **GHS PTA Expense Reimbursement Form**
- **Online Volunteer Signup**
- **Google Drive Protocols for Committees**
- **Google Drive Protocols for the Board**

2020-2021 GHS PTA BOARD MEMBERS

Please contact GHSPTA@ghspta.org or
the Board member with oversight for your area with any questions.

Co-Presidents
Terry Lamantia & Stephanie Cowie
GHSPTA@ghspta.org
Terry@ghspta.org
Stephanie@ghspta.org

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Treasurer@ghspta.org

Assistant Treasurer
Kathy Walker
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Secretary
Maureen Bonanno
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VP Way & Means

Cindy Lyall VP.Ways.Means@ghspta.org

Click HERE to view GHS PTA Organizational Chart