

# **Pond Road Middle School PTA**

## **Board of Directors Committee Chair Procedural Guide**

### **2020-21**

#### **General Committee Chair Guidelines**

1. We ask that all Committee Chairs attend monthly meetings to provide updates on committee activity. If you are unable to attend a meeting, please provide an update to your VP to be presented on your behalf.
2. You are a representative of the PRMS PTA and we ask that you conduct yourself in a manner that reflects well upon the PTA. If managing volunteers, please make sure they are also conducting themselves in that fashion.
3. Maintain Committee procedures (contacts, correspondence, volunteer lists, contracts, invitations, instructions, budget, etc.). If provided with a binder, this binder should be treated as property of the PRMS PTA and is to be passed to the incoming chair at the end of your term.
4. Prior to the end of your term, it is your responsibility to meet with incoming Chairperson (if identified), review responsibilities, and provide them with a complete and comprehensive binder.
5. Follow the guidelines as outlined in the "Standing Rules of PRMS PRT Local Unit #4043412" at all times.

#### **Additional Guideline for Committee Chairs with Events:**

1. Contact Committee Volunteers (from Committee Sign-Up Sheet provided to you by the Executive Committee).
2. Establish timeline for event planning and choose date for your event.
3. Complete Building Use Form (if necessary).
4. Choose theme, entertainment, and budget and present to the VP of your Committee for approval (if applicable).
5. Review of all contracts must be done by the VP of your Committee and the PTA President; Signature of all contracts must be done by the PTA President.
6. Once confirmed, add the event to the MemberHub calendar.
7. Deposits: All monies collected should be counted, sorted (grouping with like amounts), accompanied by a deposit form and turned in to the Treasurer (contact information below). in person and verified by Treasurer and signed off. No drop offs allowed. All deposits are to be submitted two weeks prior to an event to ensure that they have an opportunity to clear the bank. Confirm that checks are correctly made out to PRMS PTA or Pond Road Middle School PTA or Pond PTA with correct date & signatures and that no checks have been flagged for prior insufficient funds return ('bad check list' can be obtained from the Treasurer). You will not be given a receipt for the deposit at the time of the exchange with the Treasurer.
  - Treasurer – Swapna Kotagiri , [swapnakotagiri@yahoo.com](mailto:swapnakotagiri@yahoo.com), 732-406-7167
8. Check requests: All requests for reimbursement must be accompanied by a signed check request form. Receipts and supporting documentation must be attached to the check request form to be considered for reimbursement. Please remember to use the Form ST-5 (tax exempt form) when making a purchase as tax is not reimbursable (there are a few exceptions to this as certain places do not accept the

ST-5 - ie BJs). Please remember to give any of your volunteers that are making purchases a copy of the ST-5 as well. The PTA will not reimburse for tax paid for purchases. Check requests are to be submitted to the Treasurer, allowing at least 5 days for the reimbursement to be made. Check requests can be mailed to the Treasurer, dropped off in person to the Treasurer, or sent to the PTA- attn: Treasurer via child's backpack. If you require a check to be written quickly, please contact the treasurer directly at the number noted above or via e-mail. If you need an item that can be purchased from Staples, please contact the Staples Chairperson who can use our rewards dollars to make the purchase. If you make a purchase from Staples without attempting to use rewards dollars you may not be reimbursed for your purchases.

9. At the completion of your event, please forward any photographs to the VP Of your Committee.
10. Follow the procedures as outlined in the "PTA Flyer Approval & Copy Procedures 2020-2021."