

**Growing Greatness.**

**Together.**



# Villa Montessori Parent Teacher Organization

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# Villa Montessori Parent Teacher Organization

## **(Draft) Mission:**

The Villa Montessori Parent Teacher Boosters Organization aims to keep every member of the Villa Community informed, to encourage creativity, to make it easy to engage with other parents and teachers, to recognize and celebrate the teachers that are essential to our childrens' ongoing success, and to raise money for critical elements of the educational community.

## **Vision**

To be determined by the Executive Board

## **Values**

To be determined by the Executive Board

# Villa Montessori Parent Teacher Organization



# Villa Montessori Parent Teacher Organization

## (Draft) Job Descriptions & Roles

### Executive Board

The Villa Montessori Parent Teacher Boosters Organization (Villa Boosters) Executive Board consists of people who donate and commit their time to improving the educational experience for Villa Montessori Students and their families who are willing to serve in a fiduciary capacity.

### President

The President is responsible for setting agendas for all Board Meetings, Committee Chair Meetings, & General Villa Boosters meetings. They will supervise, direct, and coordinate the work of the Villa Boosters and serve as an ex officio member of all Committees. The President will work directly with the Head of School and Villa Montessori administration to maintain a supportive relationship between the school and the Villa Boosters.

**Qualifications:** Must possess strong leadership, organizational, communication, and business management skills. Must have sales or fundraising experience, as well as experience in event production and public speaking. Must also be passionate about the Villa Montessori School mission and vision.

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### Vice President

The Vice President serves as the President-Elect of the board and assists the President and other board members to ensure that Villa Boosters events are successful. The Vice President is also responsible for assisting the Treasurer. In addition, the Vice President shall serve as liaison between the Villa Boosters and the committees on an as-needed basis.

**Qualifications:** Must possess strong leadership, organizational, communication, and business management skills. Must have sales or fundraising experience, as well as experience in event production and public speaking. Must also be passionate about the Villa Montessori School mission and vision.

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### Treasurer

The Treasurer shall be the custodian of all financial records and funds of the Villa Boosters. The Treasurer shall act as the first signatory on all Villa Boosters bank accounts and shall immediately inform all Board Officers of any unusual financial findings or problems. The Treasurer shall maintain an accurate system of computerized bookkeeping to facilitate real time reporting of budgets, income and expenses by category.

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**Qualifications:** Must possess strong finance and accounting skills. Must have experience in budgeting, cash management, and auditing. Ideal candidate also possesses process and procedure development skills. Must also be passionate about the Villa Montessori School mission and vision.

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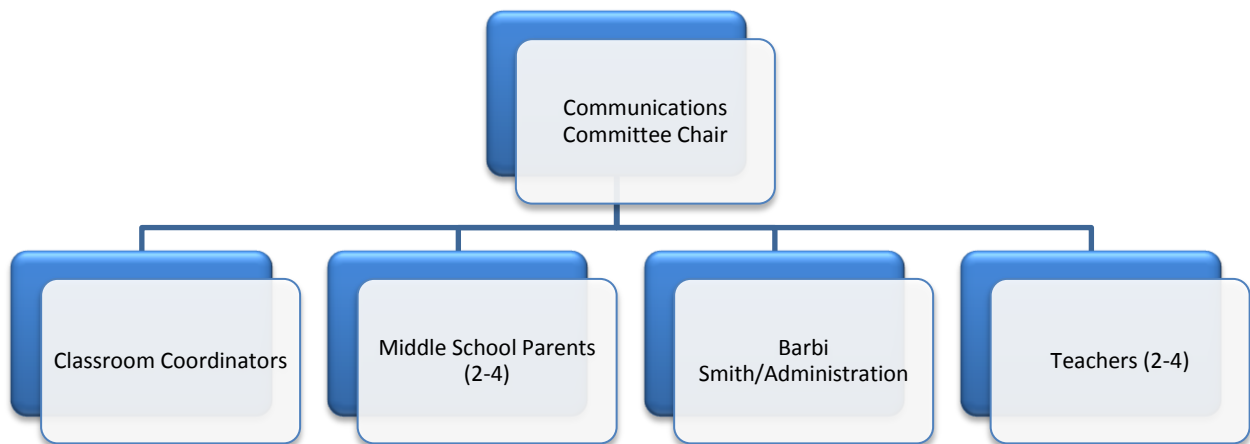
## Secretary

The Secretary is responsible for recording accurate minutes of Villa Boosters board, committee, and general meetings as well as recording voting. The secretary will make minutes available to all Villa Boosters members in a timely manner. The Secretary shall be prepared at every meeting to present the records of any previous meeting, a copy of the Bylaws, and an accurate calendar of Villa Boosters and school events.

**Qualifications:** Must possess exceptional organizational and note taking skills. Must also be passionate about the Villa Montessori School mission and vision.

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## Communications Committee



## Communications Committee Overview

The Communications Committee is responsible for developing a communication plan each school year. The communication plan will include:

- A comprehensive New Family Welcome process, that orients new families to:

# Villa Montessori Parent Teacher Organization

- The Montessori method
- The Villa culture
- Fundraising goals and vehicles available for fundraising
- Parent-to-parent mentoring (new families are paired with seasoned families to help build community as well as help transition into the school – mirroring the Montessori method)
- Updated Parent Handbook (and identifying ways to use technology for delivery and availability)
- Updated Family Directory (and identifying ways to use technology for deliver and availability)
- Social Media plan (consolidating Villa Moms groups, managing the PTO FB page, etc)

All PTO communications will flow through the Communications committee to create a consistent message and coordinate messaging with all PTO and Administration that will reduce information bombardment to Villa families (i.e. the Program Committee hosts a 50<sup>th</sup> Anniversary celebration for Villa – the information and invitation would come from the Communications Committee – not Program – to ensure that the timing does not conflict with other communications that need to be sent)

## Communications Committee Chair

The Communications Committee Chair is a board member and is responsible for working with the Board President to create a Villa Boosters communication plan each year. The chair must recruit members of the committee representing the middle school , administration, and teachers. The Chair will (initially create and ultimately) review the processes for New Family Welcome, Parent Handbook Assembly & Delivery & Family Directory Assembly & Delivery. The Chair will ensure that a timeline for tasks are outlined and works with committee members to ensure that delivery and accountability occurs.

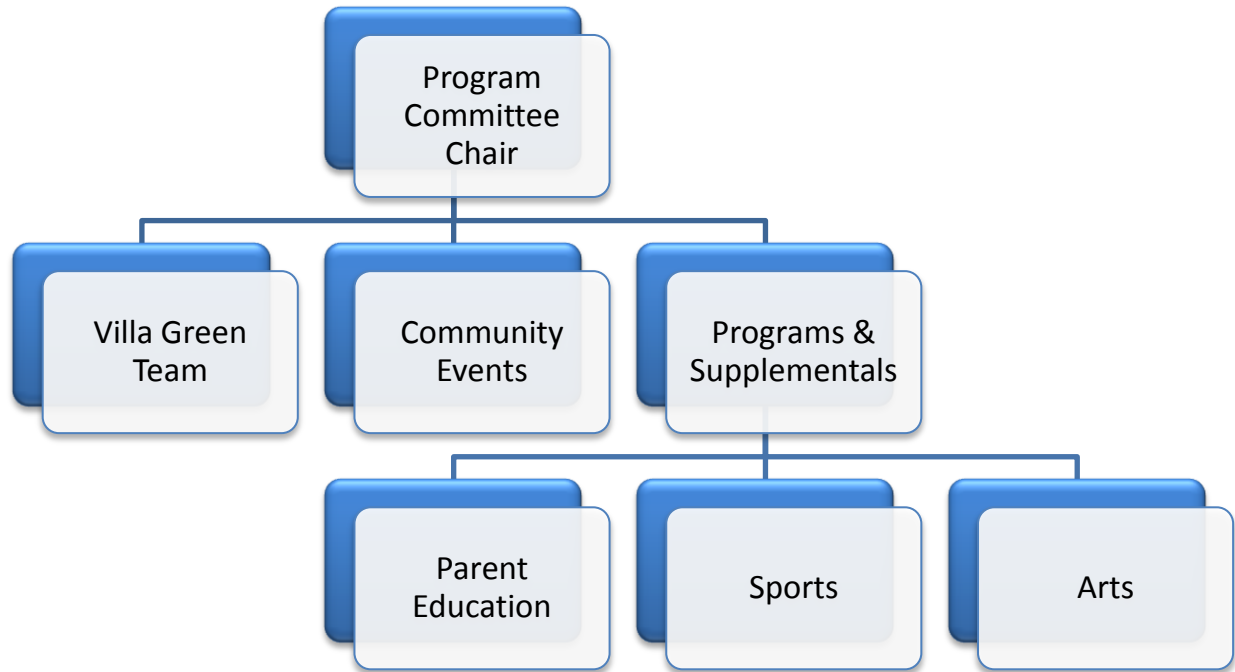
## Communications Committee Member

All classroom coordinators are ex-officio members of the communications committee. In addition, there will be at least one representative from administration on the committee along with between 2-4 middle school parents and another 2-4 teachers. The committee will assemble a Parent Handbook and Family Directory and update on an annual basis, being sure to distribute it before the start of the school year. The Committee will serve as the New Family Welcome committee and will ensure to orient new families to the Villa Community that will include communication about the fundraising needs and opportunities.

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# Villa Montessori Parent Teacher Organization

## Program Committee



### Program Committee Overview

The Program Committee is comprised of teachers, administration, and at least 4 parents from each school level (Infant, Primary, E1, E2, Middle School). The committee works collaboratively with the head of school to identify events and programs that can be offered during the school year that will compliment Villa's existing programs.

### Program Committee Chair

The Program Committee Chair is a board member and is responsible for recruiting members of the committee and working collaboratively with the committee to identify events and programs that can be offered during the school year that will compliment Villa's existing programs. The chair will work with the Board President to identify priorities from the Head of School and teachers as well as develop a timeline and calendar for execution

**Qualifications:** Must possess exceptional leadership, project management, and communication skills. Must also be passionate about the Villa Montessori School mission and vision.

### Program Committee Member

The committee will develop a calendar of events and activities that will serve to enhance the experience of parents, students, and teachers that will include but is not limited to parent educational opportunities, garden day, art masterpiece, community building events (like swap it day), and math & science events.

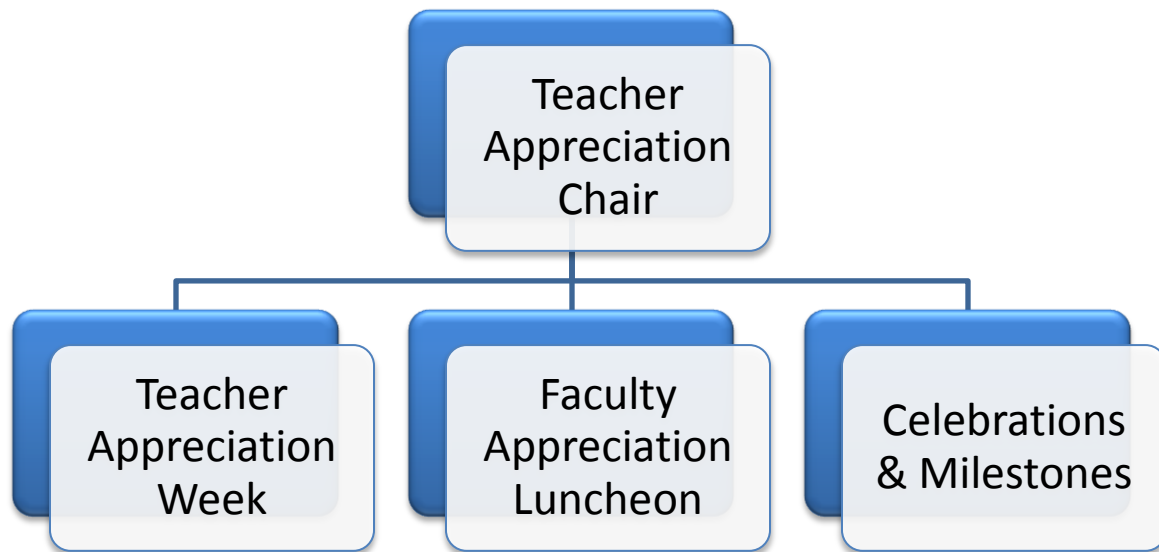


# Villa Montessori Parent Teacher Organization

**Qualifications:** Must possess exceptional organizational and communications skills as well as be passionate about the Villa Montessori mission and vision. Ideal members will have event planning and/or skills that will enhance the Villa community (gardening, art, music, math, etc)

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## Teacher Appreciation Committee



### Teacher Appreciation Committee Overview

The Teacher Appreciation Committee is responsible for hosting a meaningful Teacher Appreciation Week as well as a Faculty Appreciation Luncheon each year, operating within the budget allocated from the board and securing as many in-kind donations as possible to cover the events. In addition, the committee shall be responsible for pulling together year end gifts as well as recognizing birthdays and other important milestones within the lives of the educators. The Teacher Appreciation Week committee shall be comprised of at least 2 parents from each school level and a representative from administration. The Faculty appreciation luncheon committee shall have at least 2 parents from each school level and at least 4 teachers.

### Teacher Appreciation Committee Chair

The Teacher Appreciation Committee Chair is a board member and is responsible for recruiting members of the committee and working collaboratively with the committee and the President to identify ways to organize Teacher Appreciation Events & Activities. They will work with the President and Fundraising Committee Chair to determine the budget for securing holiday and Year end gifts for teacher and ensuring that the committee assembles a meaningful Teacher Appreciation Week

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**Qualifications:** Must possess exceptional leadership, project management, and communication skills. Must also be passionate about the Villa Montessori School mission and vision.

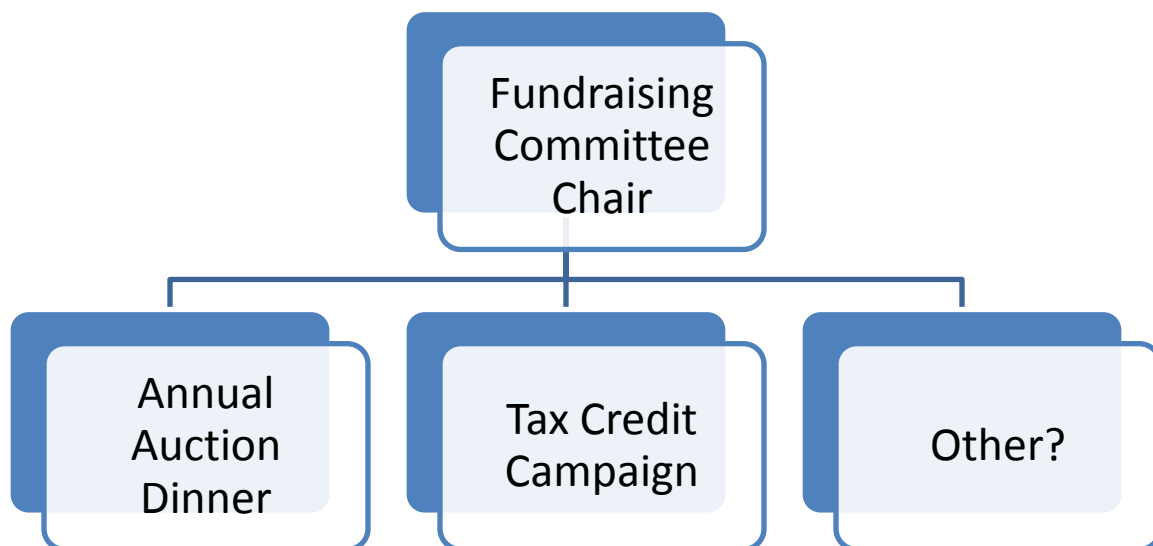
## Teacher Appreciation Committee Member

The committee will develop a calendar of appreciation events and activities for teachers concentrating on Teacher Appreciation Week as well as secure Holiday & End of Year Gifts for all teachers and assistants.

**Qualifications:** Must be enthusiastic about Villa’s mission and vision. In addition, the ideal candidate will be creative and collaborative as well as organized. Event planning a plus.

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## Fundraising Committee



## Fundraising Committee Overview

The Fundraising Committee will collaboratively develop fundraising events/activities that will serve to augment Villa’s existing fundraising plans. In addition, the chair will work with the Communication Committee Chair to create visual pieces about fundraising (overall Villa) progress throughout the year.

## Fundraising Committee Chair

The Fundraising Committee Chair is a board member and will serve as the primary liaison with Villa Montessori’s fund development management. The chair is responsible for recruiting members of the committee as well as collaboratively developing fundraising events/activities that will serve to augment Villa’s existing fundraising plans. The Chair will ensure that Villa Fundraising initiatives have Villa

# Villa Montessori Parent Teacher Organization

Boosters volunteer support. In addition, the chair will work with the Communication Committee Chair to create visual pieces about fundraising (overall Villa) progress throughout the year.

**Qualifications:** Must possess exceptional leadership, project management, and communication skills. Must also be passionate about the Villa Montessori School mission and vision.

## Fundraising Committee Member

The committee will serve as the primary corps of volunteers for Villa's fundraising activities and will recruit additional volunteers as needed. In addition, the committee will develop other activities that compliment those that Villa hosts that will raise money for the school and for other committee initiatives.

**Qualifications:** Must be enthusiastic and passionate about Villa's mission and vision. Ideal members have sales and/or fundraising experience as well as event planning.

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## Villa Boosters Member

Villa Boosters Members will have a voice in all activities and will have the opportunity to volunteer in many different capacities.

**Qualifications:** Must be enthusiastic and passionate about Villa's mission and vision.

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## Head of School

The head of school shall serve as a liaison between school administration and the Board. She/he shall approve all fundraising and program projects of Villa Boosters. She/he shall also review all communication to ensure that it is aligned with Villa mission, vision, and values.