



ROXBOROUGH PTIC



Parent Teacher Involvement Committee - "People To Inspire Children"

Bylaws of Roxborough Primary and Intermediate PTIC

Article I: Name

The name of this organization is the Roxborough Parent Teacher Involvement Committee, (heretofore to be called "PTIC"), a Chapter of The Douglas County Education Fund (DCEF). The address shall be 8000 Village Circle West, Littleton, Colorado 80125. This organization is a non-profit organization that exists for charitable and educational purposes.

Article II: Purpose

PTIC is organized for the purpose of enhancing the quality of our children's education and welfare in the home, Roxborough Primary and Intermediate School ("School") and community through development of private resources and participation of parents, staff, and community.

Objectives

- To arrange activities and special events to supplement the academic program and enhance the school's sense of community;
- To be a vehicle for fundraising to help meet expenditures not covered by the school

Section 2. PTIC shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no political candidate shall be endorsed by PTIC. Neither the name of the PTIC nor the name of its officers in their official capacities shall be used in connection with any commercial concern nor with any partisan interest, or for any purpose other than the regular work of the PTIC.

Article III: Members

Section 1. General membership is open to parent(s) or a legal guardian of a student attending the School, the staff employed at the School and the community. A General member shall have one vote and equal privileges in the organization.

Section 2. Dues, if any, will be established by the Executive Board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV: Officers and Elections

Section 1. Officers. The affairs of PTIC shall be governed by an Executive Committee made up of the elected officers of the committee. These positions are all non-paid and voluntary. The officers shall be President, Vice President, Technology Secretary, Communications Secretary and a Treasurer. Any position can be held jointly if deemed necessary (ie. Co-President, Co-VP, Co-Secretary, Co-Treasurer) The appendix contains detailed definitions of officer roles and responsibilities.

- a. President.** The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, handle correspondence, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. Vice President.** The Vice President shall assist the President and carry out the President's duties in his or her absence or inability to serve.
- c. Technology Secretary-**The Technology Secretary shall create social media postings, weekly electronic newsletters, website, mobile app, and assist committees with online tasks (online logo sales, Online Store, Online Spirit Rock Sign Up etc.)
- d. Secretary.** The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, and send notices of meetings to the membership. The Secretary also keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies, and brings them to the meetings.



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- e. **Treasurer.** The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a monthly financial statement and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Nominations and Elections. Elections will be held during the spring of each school year for the following school year. The Executive Board will create and distribute an open self-nomination form. Self-nominations for the elected positions can be submitted to the form prior to the election meeting. At that meeting, nominations may also be made from the floor. At the election meeting, voting shall be by voice vote if a slate is presented or if more than one person is running for an office, a ballot vote shall be taken and counted by the Nominations Committee. The Executive Board counts and records the vote prior to the May meeting where the new officers are announced. During May and June the officers transition to ensure continuity between the academic years.

Section 3. Eligibility. Members are eligible for the Vice President, Technology Secretary, Secretary and Treasurer positions if they have a recommended minimum of one-year experience as a Committee Member." Current Vice President is eligible for the President office.

Section 4. Terms of Office. Officers are elected for one year with the exception of the Vice President who becomes President the following year, thus serving a two-year term. It is recommended for individuals to only hold one office at a time. The President and Treasurer shall not be held by the same person. Vacant position's duties may be distributed amongst the elected board. There are no term limits.

Section 5. Vacancies. If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting, a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Removal from Office. When an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the executive officers determines to be injurious to the organization or its purposes, the executive board may, by a two-thirds (2/3) affirmative vote, take such action as it determines appropriate, which may include asking for the resignation of the officer. If removing the officer from office is a consideration, the executive board must act as follows:

- 1) The officer must be given fifteen (15) days written notice of the hearing by the executive board to remove the officer from office;
- 2) The written notice shall contain the reasons for the proposed removal, and shall be mailed by certified mail, return receipt requested, to the last address of the officer shown on the association's records;
- 3) At the hearing, the officer must be given an opportunity to address the executive board, either orally or in writing;
- 4) If the executive team recommends removal from office, they shall convene not less than five (5) days following the hearing and vote whether the officer will be removed from office;
- 5) A two-thirds (2/3) vote of the executive board shall be sufficient to remove the officer from office;
- 6) The removal vote shall be recorded in the executive board minutes and shall specify the number of members voting in favor of and against such removal;
- 7) The officer will be notified in writing of the action taken by the executive board.

Article V: Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and principals, or designee. Each member has one vote.

Section 2. Duties. The duties of the Executive Board shall be to establish meeting times and locations, participate in all meetings, transact business between meetings in preparation for the general meeting, create standing rules and policies, create and support standing and temporary committees, prepare and submit a budget to membership, approve variances to the budget, approve committee budgets, approve event proposals, and prepare reports and recommendations to the membership.

Section 3. Contracts. All contracts shall be signed by at least one member of the Executive Board.



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Section 4. Meetings. The Executive Board will meet a minimum of twice per year, once at the beginning of the year to approve committee budgets and calendars and again mid-year to determine status for the year. Special meetings may be scheduled when warranted.

Section 5. Quorum. Two-thirds of the Executive Board represents a quorum.

Article VI: Meetings

Section 1. Regular Meetings. PTIC shall meet six (6) times per academic year, generally August, September, November, January, March, and May. The meeting schedule will be published prior to the start of the academic year and posted to the school website. The annual meeting will be held in August. The annual meeting is required for all chairpersons and is for coordinating plans for the year

Section 2. Special Meetings. Special meetings may be called by the President, any two members of the executive board, or five general members submitting a written request to the Secretary. Previous notice of the special meeting shall be sent to chairpersons and members at least 10 days prior to the meeting.

Section 3. Voting. A simple majority vote of the membership present at General Meetings is required for passage of any voting issue. Alternative voting methods (i.e. phone or Email) may be utilized as deemed necessary by the President, Vice President and Principal.

Article VII: Committees

Section 1. Leadership. All committees will have a minimum of one (1) person. All members are eligible to be chairpersons of the committee. Members who are interested in becoming a chairperson must:

1. Meet with either the President or Vice President in person or via email;
2. Attend a chairperson orientation meeting and/or the PTIC Kickoff Meeting

Section 2. Membership. All members are eligible to be a committee member. Volunteers are requested at the beginning of the year as well as periodically throughout the year.

Section 3. Duties. Committees will be responsible for scheduling events, determining and maintaining a budget, and executing events. A more detailed description of chairperson duties is in the Appendix.

Section 4. Committees. PTIC will consist of multiple committees similar to a department within an organization. The Executive Board may appoint additional committees and modify committees as needed.

Article VIII: Finances

Section 1. A tentative budget shall be drafted in the spring for the following academic year and approved by the Executive Board on or before August 15th.

Section 2. Any adjustments to the annual budget require a two-thirds majority of the Executive Board.

Section 3. The Treasurers shall keep accurate records of any disbursements, income, and bank account information.

Section 4. The Executive Board shall approve all expenses of the organization.

Section 5. Two authorized signatures are required on each reimbursement request and each deposit.

Section 6. All bank accounts are owned by DCEF, and DCEF issues all checks.

Section 7. The Treasurers shall reconcile the account monthly and distribute a report of the budget to all chairpersons and officers.

Section 8. A current statement of the finances may be requested by an officer, school administrator, member, or DCEF administrator at any time. The Treasurer will present this information within 72 hours of the request.

Section 9. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 10. The fiscal year shall begin July 1st and shall end June 30th of the following year.

Section 11. PTIC shall leave a minimum of \$10,000 in the treasury at the end of each fiscal year.

Article IX: Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the PTIC bylaws.



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Article X: Standing Rules

Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.

Article XI: Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting, assuming a quorum.

Article XII: Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the Secretary. Bylaws must be reviewed by the Executive Board a minimum of every two (2) academic years. Amendments may be approved by a two-thirds vote of those present, assuming a quorum.

Article XIII: Conflict of Interest Policy

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

- a. Interested Person.** Any director, principal officer, or member of a committee with governing board-delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- b. Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
- i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;
 - ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or
 - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures.

- a. Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.
- b. Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.
- c. Procedures for Addressing the Conflict of Interest.**
- i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.



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- ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflict of Interest Policy.

- i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements. Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and



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- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Section 7. Periodic Reviews. To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.



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Appendices

Appendix A. President Duties

Executive Duties:

- Timely response (24-48 hours) to all communication from Executives, School, Chairs and Community
- School advocacy
- Attendance at PTIC meetings
- Attendance at PTIC executive meetings
- Attendance at DCEF annual meetings
- Approve Committee Budgets by August 15th
- Monitor Overall Budget
- All executives must also be PTIC members.

Typical Duties:

- Meet with Leadership to understand/confirm School Procedures and Needs
- Create Kick-off Theme (i.e. cars, puzzle, love)
- Set Meeting Dates/Times/Locations
- Collect Committee Event Date/Times/Locations for Master Calendar by July 15th.
- Collect Committee Budgets by August 1th
- Approve Committee Flyers/Communication
- Executive Sponsorship of Assigned Committees:
 - Ensure tasks are completed in a timely manner
 - Resolve issues
 - Support chairs
 - Monitor budgets
- Check PTIC and Treasurer mailboxes twice a week at both buildings. Validate and approve with corrections as needed on all deposit and reimbursement forms before submitting to the treasurer.
- PTIC Membership email distributions
- DCEF Financial Report in July
- Request Insurance Certificates from DCEF, if applicable (any activity held off school property will need an insurance certificate).
- Verify with chairs that building requests are completed prior to an event. Building requests must be completed on the DCEF Website, if applicable.
- Update PTIC Bylaws every 2 years
- Write & Give Speeches/Presentations for:
 - PTIC Kick-off meeting
 - Back-to-School STAFF meeting
 - Back-to-School PARENT meeting
 - Kindie Open House
 - Kindie Orientation
 - Staff Meetings throughout the year

Meeting Prep:

- Get any changes regarding Agenda to the Secretary one week before the member meeting
- Create Inspirational messages as time permits

During the Meeting:

- Discuss any issues/resolutions

Appendix B. Vice President Duties

Executive Duties:

- Timely response (24-48 hours) to all communication from Executives, School, Chairs and Community
- School advocacy
- Attendance at PTIC meetings
- Attendance at PTIC executive meetings
- Attendance at DCEF annual meetings
- Approve Committee Budgets by August 15th



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- Monitor Overall Budget
- All Executives must be PTIC members.

Typical Duties:

- Functions as President's Co-Chair
- Collect Committee Event Date/Times/Locations for Master Calendar by July 15th
 - VP compiles master calendar and checks for conflicts by July 25th and sends to Principal for approval
 - Chairs complete event request forms and send to VP by July 15th
 - VP forwards event request forms to RXPI front office and principals staff by August. Office staff posts to website
 - VP notifies Roxstars of special room needs that conflict with Roxstarts
 - The exception to this would be any new events that PTIC has not had in years past. The VP would send a separate approval request to have the events before adding these to the Master Calendar and then follow the process as defined above
- Meet with Leadership to understand/confirm School Procedures and Needs
- Executive Sponsorship of Assigned Committees:
 - Ensure tasks are completed in a timely manner
 - Resolve issues
 - Support chairs
 - Monitor budgets
- Check PTIC and Treasurer mail boxes twice a week at both buildings. Validate and approve with corrections as needed on all deposit and reimbursement forms before submitting to the treasurer.
- Write & Give Speeches/Presentations for:
 - PTIC Kick-off meeting
 - Back-to-School STAFF meeting
 - Back-to-School PARENT meeting
 - Kindie Open House
 - Kindie Orientation
 - Staff Meetings throughout the year

Meeting Prep:

- Verify agenda with other executives before meeting
- Create inspirational messages as time permits

During Meetings:

- Discuss any issues/resolutions

Appendix C. Secretary Duties

Executive Duties:

- Timely response (24-48 hours) to all communication from Executives, School, Chairs and Community
- School advocacy
- Attendance at PTIC meetings
- Attendance at PTIC executive meetings
- Attendance at DCEF annual meetings
- Approve Committee Budgets by August 15th
- Monitor Overall Budget
- All Executives must be PTIC members

Meeting Prep:

- Create agenda, email to President and VP for approval, then to Chairs 1 week before meeting
- Change date header and hours month on sign-in sheet, print for the current meeting

During the Meeting:

- Distribute the sign-in sheet
- Secretary's Report: Ask for comments on the previous meeting's minutes, record motion to approve and second



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- Record the meeting minutes
- Collect the sign-in sheet
- Post Meeting (within 1 week):**
 - Finalize meeting minutes and distribute to DCEF
 - Record Meeting Attendance from sign-in sheet so we can determine which committees have representation at the meetings
 - Email Minutes to PTIC Chairs and Executives

Appendix D. Technology Secretary Duties

Executive Duties:

- Timely response (24-48 hours) to all communication from Executives, School, Chairs and Community
- School advocacy
- Attendance at PTIC meetings
- Attendance at PTIC executive meetings
- Attendance at DCEF annual meetings
- Approve Committee Budgets by August 15th
- Monitor Overall Budget
- All Executives must be PTIC members

Typical Duties

- Collect information to be published in PTIC weekly electronic newsletter.
- Publish weekly online PTIC Newsletter
- Monitor and Publish Facebook posts
- Assist Committees with any online technology needs (online sales, website page development etc.)
- Help support our Mobile Directory
- Help support our Mobile App
- Serve as a liaison with DCEF with any new technology needs

Meeting Prep

- Promote meeting
- Publish meeting dates in newsletter and Facebook
- Send email meeting information to all members

During the Meeting

- Address any technological concerns
- Coordinate with committees on how to support their technology needs (Facebook posts, Newsletter information etc.)

Post Meeting (within 1 week)

- Follow up with any chairs that need tech support

Appendix E. Treasurer Duties

Executive Duties:

- Timely response (24-48 hours) to all communication from Executives, School, Chairs and Community
- School advocacy
- Attendance at PTIC meetings
- Attendance at PTIC executive meetings
- Attendance at DCEF annual meetings
- Approve Committee Budgets by August 15th
- Monitor Overall Budget
- All Executives must be PTIC members

Typical Duties:

- Collect Cash/Check deposit forms and money



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- o Re-count money and deposit at any Wells Fargo Bank branch
 - o Copy deposit log; keep copy and deposit slip for PTIC records
 - o Send original deposit log and bank receipt to Kimberly Meigs with DCEF through inter-district mail
 - o Enter deposit information in Excel Spreadsheet "Register" tab and file hardcopy in treasurer binder
- Collect Reimbursement Request forms
 - o Copy reimbursement request form and actual receipts
 - o If paying a vendor providing a service for PTIC, make sure a W-9 form is on file with DCEF
 - If no W-9 already on file, ensure a completed W-9 is attached to original expense request form
 - o Send original form to Kimberly Meigs with DCEF through inter-district mail
 - o Enter expense information in Excel Spreadsheet "Register" tab and file hardcopy in treasurer binder
- Confirm Cash/Check log and Master Budget Reconciliation
- Post previous month *Unreconciled* Master Budget by 10th of each month
- Upon receipt of the monthly DCEF bank statement, reconcile the Master Budget. Follow-up with DCEF on items that do not reconcile.
- Research variances between committee budget and Master Budget . Work with chairs on any discrepancies
- On DCEF bank statement reconciliation, replace the *unreconciled* version of the Master Budget .
- Track Company matching funds
 - o Upon notification of a company match request, notify Kimberly Meigs at DCEF
 - o Once match verification form is received by DCEF will ask Treasurers to confirm the donation/volunteer hours
 - o DCEF will then sign and return match form to the appropriate company
 - o If a company sends a donation/match to DCEF, will notify Treasurers when amount is received & credited to PTIC
 - o Enter deposit information in Excel Spreadsheet "Register" tab and file a copy of the email in treasurer binder
- Process NSF checks / rejected credit cards
 - o Receive NSF notices from DCEF
 - o Send request for payment to individual whose check did not clear the bank or whose credit card payment rejected (use template letter)
 - o Reduce committee income on Excel spreadsheet Cash/Check log
 - o Notify committee of the reduction of income if the money is uncollectible
- Square/Online Store
 - o Get executive approval to offer Square/online store services to a committee
 - o Get appropriate language, price, etc. from the committee
 - o Add event in Square/online store (request of Tech Secretary if needed)
 - o Monitor Square/online store report and provide committee with weekly list of payments made via PayPal (request of Tech Secretary if needed)
 - o Turn off Square/online store functionality when the event is complete (request of Tech Secretary if needed)
 - o Reconcile Square credits and associated fees to DCEF statements
- Credit Card payments
 - o Get executive approval to offer credit card services to a committee
 - o If a committee is using PTIC's electronic card swiper, assist in reserving the swiper
 - Provide DCEF with the total balance charged to credit cards through the swiper
 - o Reconcile credit card charges and associated fees to DCEF statements
- Prepare annual budget by entering committee data into Master Budget annually



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- Reconcile petty cash fund and provide committee chairs with petty cash as necessary
- Ensure best accounting practices and good internal controls are used by committee chairs & exec staff
- Attend Monthly PTIC meetings, PTIC Executive committee or emergency meetings as scheduled
- Respond to daily communications (inquiries, votes, etc.)

Meeting Prep:

- Create short speech to discuss financial highlights that occurred since last PTIC meeting

During Meetings:

- Discuss any issues/resolutions as they pertain to PTIC financials

Appendix F. Committee Chair Duties

- Establish committee budget by August 1st
- Stay at or below Expense Budget
- Meet or exceed Income Budget
- Submit Reimbursement forms and attached receipts or invoices to the Treasurer via roxptic@gmail.com.
- Submit Cash/Check spreadsheet and attached checks/cash to the Treasurer Folder or school safe
- Create/Set Event Themes/Dates/Times/Locations for the upcoming year before July 15th
- Get approval for event theme/location/fee (if applicable) from PTIC President or VP
- Recruit Volunteers to staff events (if necessary)
- Coordinate with Co-Chairs
- If a paper flyer is approved by the school(most correspondence is electronic), the PTIC format includes TEMPUS SANS ITC font and .5 margins
- Take pictures of your event(s) and email to Yearbook chairs
- Attendance is required by you OR your Chair(s) to all PTIC meetings annually. NOTE: All chairs are required to attend the kickoff meeting in August.
- Complete the Event checklist for every event.
- Submit communication request information to the Technology Secretary one week prior to when the committee wants their communications to run in the school newsletter and on Facebook.
- School advocacy
- Work collaboratively with other PTIC committees, school administration and staff, and PTIC executives
- All PTIC chairs must be PTIC members