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2027-2028 McCulloch Intermediate School/Highland Park Middle School

PTO Board and Chair Position Descriptions

Nominating form submission deadline is Thursday, November 12, 2026.

For additional information, please contact:

Lauren Smith, MIS PTO President-Elect: 404-405-5623, mispresidentelect@mishpmspto.org

Jessica O'Neal, HPMS PTO President-Elect: 210-373-4135, hpmspresidentelect@mishpmspto.org

Please Note: Per the Bylaws, to serve on the MIS/HPMS Board you must be a member of the PTO.

BOARD OF DIRECTORS POSITIONS

- **MIS President-Elect:** (two-year position) **In an effort to maintain equal representation of all elementary schools on the President team, the President-Elect should not be from the same elementary school as the Presidents or the HPMS President-Elect (4 out of 5 schools should be represented). In order to serve as MIS President-Elect, you cannot have been a past elementary school PTA/PTO President**. Assists the President by selecting PTO meeting speakers and helping oversee committees. As President, presides at monthly meetings, oversees operation of PTO committees, meets as needed with Principal, and attends a monthly luncheon with Superintendent and other HPISD PTA/PTO Presidents and President-Elects. Sits on the following committees: Executive, Cafeteria, Finance, Gift, Nominating, Scots Supply Shop and Bylaws & Standing Rules Committee. Serves as the Nominating Co-Chair and Gift Co-Chair. Attends various other meetings and events as needed.
- **HPMS President-Elect:** (two-year position) **In an effort to maintain equal representation of all elementary schools on the President team, the President-Elect should not be from the same elementary school as the Presidents or the MIS President-Elect (4 out of 5 schools should be represented). In order to serve as HPMS President-Elect, you cannot have been a past elementary school PTA/PTO President.** Assists the President by selecting PTO meeting speakers and helping oversee committees. As President,

presides at monthly meetings, oversees operation of PTO committees, meets as needed with Principal, and attends monthly luncheon with Superintendent and other HPISD PTA/PTO Presidents and President-Elects. Sits on the following committees: Executive, Cafeteria, Finance, Gift, Nominating, Scots Supply Shop, and Bylaws & Standing Rules Committee. Serves as the Nominating Co-Chair and Gift Co-Chair. Attends various other meetings and events as needed.

- **Second VP Back to School Sign Up-Elect:** (two-year position) Assists 2nd VP. Responsible for liaising with parents and the school registrar to distribute and process late registration packets. This position requires the person to fulfill one 4-hour shift (or find substitute coverage) during the BSSU online process in mid-August. Strong database management skills in Excel recommended. Sits on the Executive Committee during Chair year.
- **First VP Finance-Elect:** (two-year position) Assists First VP Finance to learn financial operating procedures. As an Elect, sits on the following committees: Executive, Cafeteria, Finance, Scots Supply Shop, Gift and Nominating. As First VP Finance, serves as auditor and reviewer of all PTO financial matters. Chairs the Finance Committee; oversees all treasurers; manages bank relationships and serves as a liaison to the outside accountant. Strong background in finance suggested. As the 1 chair, sits on the following committees: Executive, Cafeteria, Finance, Gift, Scots Supply Shop and Bylaws & Standing Rules.
- **Raising Scots Chair(s):** Responsible for fundraising campaigns to benefit MIS and HPMS including Raising Scots and other fundraising efforts as they are identified. Sits on the following committees: Executive, Gift and Nominating.
- **Raising Scots Treasurer:** Works closely with PTO Presidents, Raising Scots Chairs and General Treasurer-Elect as a key member of the Raising Scots team. Manages the tracking of all donations in a spreadsheet format with donated benefits assigned to each, assists General Treasurer-Elect connecting that spreadsheet to QuickBooks and serves as the liaison for all corporate matching including following up on BSSU pledged matches and confirming receipts of donations when required by corporations/foundations. Sends thank you email to all donors upon receipt of donation and coordinates the tax receipt letters prior to the IRS deadline as well. Serves on the Raising Scots team. Sits on the following committees: Finance, Gift, and Executive.
- **Cafeteria Finance-Elect:** (two-year position) Assists Cafeteria Finance Chair. As Elect, sits on the following committees: Cafeteria, Finance, Gift and Nominating. As Cafeteria Finance Chair, responsible for the overall management and finances of the Cafeteria, including financial reporting. The Cafeteria Finance Chair serves as Chair of the Cafeteria Committee and as a member of the HPISD District Cafeteria Board and sits on the following committees: Finance, Gift and Executive.
- **Communications Chair-Elect:** (two-year position) Updates and maintains MIS/HPMS PTO organizational e-mail addresses. Supports Social Media and Publicity in identifying items to submit to HPISD news. Sits on the Nominating committee (elect year only). During Chair year, shall be responsible for regular electronic communication from the

school to the families of current students - including collecting and compiling information and formatting the Scots Weekly and News to Know. As chair, sits on the following committees: Executive and Gift Committees.

- **Sports Activities Treasurer:** Oversees all deposits/reimbursements/vendor payments/etc. related to 7th and 8th grade sports. Works closely with coaches and Sports Chairs. Sits on the following committees: Executive, Finance and Gift.
- **MIS/HPMS Treasurer-Elect:** (two-year position) Serves as Treasurer for PTO-sponsored student parties, including 5th and 6th grade end-of-year class parties and the 7th and 8th grade student parties. Makes all deposits to the PTO general fund. Assists MIS/HPMS Treasurer as needed. As Elect, sits on the following committees: Executive, Finance, Gift, Nominating. As Treasurer, administers PTO funds and financial reporting and sits on the following committees: Executive, Finance, Scots Supply Shop and Gift.
- **Scots Supply Shop Chair-Elect:** (two-year position) Assists Chair. Coordinates new apparel and pop-up shop at 4th to 5th grade transition meetings in Spring of Elect year. As an Elect, sits on the following committees: Scots Supply Shop and Nominating. As Chair, responsible for overall management of the Scots Supply Shop. As Chair, sits on the following committees: Scots Supply Shop, Gift and Executive.
- **Scots Supply Shop Treasurer-Elect:** (two-year position) Assists Scots Supply Shop Treasurer as needed with the administration of Scots Supply Shop funds and financial reporting. As Elect, sits on the following committees: Scots Supply Shop, Finance, Gift and Nominating. As Chair, sits on the following committees: Executive, Scots Supply Shop, Finance and Gift.
- **Secretary:** Maintains and updates By-Laws. Posts notices and prepares minutes for all PTO Executive Board and General Meetings. Chairs the Bylaws & Standing Rules committee and sits on the Executive Committee. Must be a past MIS/HPMS Executive Board member.

MIS PTO CHAIR POSITIONS

- **MIS Corresponding Secretary:** Prepares and distributes ‘Welcome Back To School’ gift cards and birthday cards for faculty and staff.
- **MIS Newcomers Chair:** Provides parent and student information and activities for newcomers to the district. Recruits committee to host parties for 5th and 6th grade families new to the district prior to the start of school. Assists in the coordination of the Newcomer Buddy Program subsequent to the beginning of the school year.
- **Room Parent Chair (5th):** Selects Room Parents, organizes orientation for Room Parents and other related projects.
- **Room Parent Chair (6th):** Selects Room Parents, organizes orientation for Room Parents and other related projects.
- **5th Grade Coffee Talk Chair(s):** Organizes Coffee Talks with speakers for 5th grade parents.
- **6th Grade Coffee Talk Chair(s):** Organizes Coffee Talks with speakers for 6th grade parents.

- **5th Grade Parent Party Chair(s):** Coordinates parent parties for each 5th grade house.
- **6th Grade Parent Party Chair(s):** Coordinates parent party(ies) for 6th grade.

HPMS PTO CHAIR POSITIONS

- **HPMS Corresponding Secretary:** Prepares and distributes 'Welcome Back To School' gift cards and birthday cards for faculty and staff.
- **HPMS Newcomers Chair:** Provides parent and student information and activities for newcomers to the district. Recruits committee to host parties for 7th and 8th grade families new to the district prior to the start of school. Assists in the coordination of the Newcomer Buddy Program subsequent to the beginning of the school year.
- **7th Grade Coffee Talk Chair(s):** Organizes Coffee Talks with speakers for 7th grade parents.
- **8th Grade Coffee Talk Chair(s):** Organizes Coffee Talks with speakers for 8th grade parents.
- **7th Grade Party Chair(s):** Organizes a grade-wide party for the 7th graders, to be held at the school.
- **8th Grade Activities Chair(s):** Organizes a day-long celebration for the 8th graders which includes breakfast, lunch, a party and other 8th grade special events & activities, to be held at the school during school hours in May. Designs and distributes 2 8th grade t-shirts - one in the fall and one for the Spirit/Party day.
- **7th Grade Boys Sports Chair(s):** (two-year position) Works closely with team coaches to coordinate football, cross country, basketball, wrestling, soccer, gymnastics, tennis, and track and distributes ongoing information to the parents. Coordinates and assists in football equipment distribution. This is a two-year commitment, to be carried over into the 8th grade.
- **7th Grade Girls Sports Chair(s):** (two-year position) Works closely with team coaches to coordinate cross country, volleyball, basketball, soccer, gymnastics, tennis, and track and distributes ongoing information to the parents. This is a two-year commitment, to be carried over into the 8th grade.

JOINT PTO CHAIR POSITIONS

- **Appreciation Chair(s) – Faculty/Staff Special Appreciation Weeks:** Organizes and distributes gifts for the administrative staff at MIS/HPMS during noted district appreciation week/day. This position works closely with the Presidents and serves only the administrative staff at the schools.
- **Appreciation Chair(s) – Faculty/Staff Luncheons - Elect**: (two-year position) Organizes a holiday faculty and staff luncheon in December and end of school luncheon in May. Provides treats, snacks and lunch periodically throughout the year (approx. one/month) with the assistance of the volunteer pool. Chair(s) may select 4-5 assistants as needed to help coordinate activities.
- **Brick/Stepping Stone Sales Chair:** Organizes ordering and installation of engraved bricks as an avenue for raising funds for MIS/HPMS.

- **Building and Grounds Beautification Chair(s):** Serves as the PTO liaison and seeks to improve the overall aesthetics of our campus facility and grounds.
- **Cafeteria Gift Fund Chair for Faculty/Staff:** Oversees funds that are donated by families for cafeteria meals to faculty and staff.
- **Cafeteria Volunteer Chair-Elect:** (two year position) Assists Cafeteria Volunteer Chair. As Volunteer Chair, responsible for all aspects related to the staffing of cafeteria volunteers.
- **Cafeteria Day Chair (Monday):** Works with the other Cafeteria Day Captains in recruiting cafeteria cashiers and volunteer servers for Mondays (1st Monday, 2nd Monday, etc.) during each school month.
- **Cafeteria Day Chair (Tuesday):** Works with the other Cafeteria Day Captains in recruiting cafeteria cashiers and volunteer servers for Tuesdays (1st Tuesday, 2nd Tuesday, etc.) during each school month.
- **Cafeteria Day Chair (Wednesday):** Works with the other Cafeteria Day Captains in recruiting cafeteria cashiers and volunteer servers for Wednesdays (1st Wednesday, 2nd Wednesday, etc.) during each school month.
- **Cafeteria Day Chair (Thursday):** Works with the other Cafeteria Day Captains in recruiting cafeteria cashiers and volunteer servers for Thursdays (1st Thursday, 2nd Thursday, etc.) during each school month.
- **Cafeteria Day Chair (Friday):** Works with the other Cafeteria Day Captains in recruiting cafeteria cashiers and volunteer servers for Fridays (1st Friday, 2nd Friday, etc.) during each school month.
- **Clinic Volunteer Chair:** Organizes clinic volunteers and assists the school nurses during hearing, vision, and scoliosis screenings. Assists in the ordering of clinic supplies as requested by the school nurses.
- **Graphic Design Chair(s):** Works closely with the PTO Presidents, Raising Scots Co-Chairs and Communications Chair to address graphic design needs throughout the year.
- **Hospitality Chair(s):** Works with PTO Presidents to set up food and drinks for all PTO meetings. Chair may select a committee as needed.
- **Library Volunteer Chair:** Organizes volunteers for the HP Scots Library and assists with training as needed by librarians.
- **Mad for Plaid Liaison:** Liaisons between the PTO and HP Education Foundation. Responsible for promoting the Mad for Plaid campaign at MIS/HPMS.
- **Publicity Chair:** Takes photos at school events and facilitates dissemination of MIS/HPMS publicity to area newspapers, e-news and HPISD newsletter.
- **Raising Scots – 4th Grade Liaison:** Assists in selecting 4th Grade representatives from each elementary school to aide in communicating the purpose and the needs of Raising Scots. This position works closely with the Presidents and Raising Scots Chairs and the duties begin in the current year's spring semester a month prior to the 4th grade Transition Meeting.

- **Rewards Program Chair:** Oversees all current Reward programs including Tom Thumb Good Neighbor Program, Kroger Community Rewards, Minted, etc. Also seeks additional recurring revenue program options for MIS/HPMS.
- **Scots Directory Chair:** Coordinates loading student and faculty information into the electronic directory. Assists in providing online access to the Directory.

- **Scots Reaching Out Chair(s):** Assist and support MIS/HPMS families, faculty and staff in need.
- **Scots Supply Shop – Apparel Chair-Elect:** (two-year position) Researches and selects apparel vendors and manages relationships with said vendors. Works with Scots Supply Shop Chair throughout the year to select merchandise for Scots Supply Shop. Handles pre-orders of any specialty items to be sold. Works closely with Sports Chairs, BSSU, and Scots Supply Shop Chairs. Sits on Scots Supply Shop Committee. Manages distribution of apparel ordered during BSSU to students and coordinates volunteers as needed to help. In the spring of your Elect year, responsibilities include designing, ordering and distributing the 4th-5th grade transition shirts for incoming 5th graders and designing Spirit wear for the upcoming school year.
- **Scots Supply Shop – ELA Book Bundle Chair:** In the Spring, work with school administration to obtain approved book list for the following school year. Order books and oversee coordination and delivery of ELA book bundles prior to start of school year. Work with Treasurer to determine pricing on book bundles and manage book sales. Work with school administration to share list of students who purchased book bundles with ELA teachers. Sits on Scots Supply Shop Committee.
- **Scots Supply Shop – Volunteer Chair:** Oversees all volunteer positions pertaining to the Scots Supply Shop including overseeing the staffing of the Scots Supply Shop with daily volunteers. Sits on Scots Supply Shop Committee.
- **Scots Supply Shop – Wrap Pack Chair-Elect:** (two people and two-year position) Assists Wrap Pack Chair in ordering and coordination of organization, delivery and distribution of wrap-packs in a week or two before the start of school. Coordinates the organization and distribution of bulk supplies. Works with chair on book bundles. As Chair, responsible for ordering supplies and delivery of all Wrap Packs ordered before school. Sits on Scots Supply Shop Committee (2 meetings per year).
- **Scots Sports Display Chair:** Organizes display cases throughout the school beginning with Meet the Teacher and updates accordingly, keeping the information up-to-date and the décor fresh throughout the school year. Works closely with Sports Chairs, administration and Presidents.
- **Social Media:** Works closely with Presidents, Communications Chair and administration to communicate “goings on” during PTO calendar year and highlight “happenings” around the schools on our PTO Instagram and Facebook pages.
- **Teacher Workroom Chair:** Organizes volunteers for the teachers’ workroom.

- **Technology Report Chair:** Works closely with PTO Presidents to merge data from various excel reports to streamline report processing throughout the year. Excel knowledge required. Assist chairs which include but not limited to: Wrap Pack, Scots Supply Shop Apparel and Raising Scots.
- **Volunteer Website Chair-Elect:** (two-year position) Assists the Volunteer Website Chair and oversees the “Volunteers on Call” while training to learn the Volunteer Sign-Up Program software. As Chair, serves as the administrator of the volunteer website, manages the volunteer database for all PTO volunteer shifts (recurring and single-event). As Elect, there are no committee responsibilities. As Chair, sits on the following committees: Cafeteria and Scots Supply Shop.
- **Website Chair:** Manages content and makes regular updates to the MIS/HPMS PTO website and PTO portions of the school website. Knowledge in website content management systems is helpful but not required.

Approx. Number of Committee Meetings per year:

Executive - 5
Nominating - 2
Cafeteria Finance - 4
Scots Supply Shop - 2
Finance - 5
Gift - 2