

Board Members Handbook

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The Parent Teacher Organisation at ISA

The Parent Teacher Organisation (PTO) of the International School of Aberdeen (ISA) plays a vital role in the partnership between home and school. It is a volunteer organisation made up of all parents, guardians and teachers at ISA. The PTO at ISA exists in order to provide positive support towards educational excellence, while celebrating our cultural diversity and fostering a spirit of community as part of ISA's global citizenship approach.

Main objectives of the PTO:

1. Supports and organises ***ISA Community Activities*** that foster ISA Community spirit. The PTO strives to foster a strong sense of community by promoting a cooperative and supportive relationship between students, parents, teachers, ISA administration and staff, and the ISA School Board. This is done through both adult and family socials.
2. Supports the ***Educational Experience*** of students by supplementing and complementing the school curriculum through the Enrichment Programme. Examples include funding a visiting artist to work with the students, science demonstrations that are both fun and educational, sporting uniforms, and equipment for the Fine Arts and IT departments.
3. Supports and organises ***Culturally Diverse Celebrations and Activities*** by providing support at the International Festival or encouraging country groups to share their traditions, particularly at assemblies.

Additional Objectives:

- Support the transition of new ISA families to life in Aberdeen,
- Promote an understanding of our host country, and
- Encourage involvement in the ISA community.

The PTO Board Meeting

The PTO Board members meet as a minimum twice per term (6 times per year) to oversee the ongoing planning of social events, discuss issues raised by general PTO members and, when appropriate, vote on requests for the Enrichment Programme.

- The date and location of the PTO Board Meetings shall be announced one week in advance through ISA's electronic newsletter, The Thistle Talk, or via the Grade level/ISA Buddies WhatsApps.
- Approximately one week before the Board Meeting, the Secretary will send out a request for topics that members want to include in the agenda for the upcoming meeting.
- One week prior to the meeting, the Secretary will also ask members to send a written report giving an update on progress in their area of responsibility since the previous meeting. The Secretary gathers all the Board reports into one document and sends it out prior to the meeting. The Treasurer's report may be circulated separately.

The written Board Reports ensure the productive, smooth running of the meeting. Having the Board report beforehand makes it possible for other board members to prepare any questions and/or resolve any misunderstandings prior to the meeting.

The final agenda is sent out by e-mail to the Board members a few days before the meeting.
The PTO President presides at all meetings and the Secretary will make note of all attendees and take minutes at the meeting.

Robert's Rules of Order Revised is used as a guideline to govern the PTO. This means that following a discussion, decisions are finalised by proposing a motion. Another Board member then seconds the motion.

- A majority vote of PTO Board members in attendance and qualified to vote shall be required for the passage of any motion made at the PTO Board meeting. Voting by proxy is not allowed.
- There may be fewer votes cast than number of members present, since some may choose not to vote - resulting in "abstentions." Only a majority of those voting is required.
- Electronic voting via e-mail may be used in cases where a time critical decision is required before the next scheduled PTO Board meeting and for routine minute approval.

After the meeting the Secretary prepares the minutes and sends them to the Board Members by e-mail to be checked for any additions or corrections. The members of the board respond via e-mail with any corrections and their approval. Once the minutes are approved by a majority of the board, they are distributed via e-mail to the Board. The Secretary also posts the minutes on the PTO notice boards and e-mails a copy to the school.

PTO Budget and Funds

The PTO is funded through donations from ISA families, school events and fundraising activities (spiritwear sales, PTO advertising programme, easyfundraising.co.uk, Stikin name labels) and matching funds from sponsoring companies.

Fundraising events vary every year and may include: raffle baskets, bingo, quiz night, servery at ISA sporting events, social events, etc. Information about fundraising is promoted as appropriate through the Facebook page, WhatsApp groups and the Thistle Talk.

The PTO Budget contains an overview of the income the PTO expects to generate and how we plan to spend this money. The PTO fiscal year is August 1st to July 31st.

Each year the Treasurer will prepare an annual budget based on information given by the PTO Board. It is usually spiritwear, social and fundraising events that have the biggest impact on the budget.

The budget is discussed and approved at a PTO board meeting and then the budget is presented to all general members at the following General Meeting.

At each board meeting, the Treasurer will present a written statement of accounts, showing the money that has been taken in and paid out of the bank account and an updated budget. This shows the real costs versus the budget. The PTO cannot spend any money without the approval of the Board. If the real costs exceed the amount budgeted for, the PTO Board has to approve this extra cost by voting on it.

Reimbursements to members cannot be guaranteed if real costs exceed the budget until the extra costs have been approved by a board vote.

The PTO procedures for reimbursement of expenses are described in section 2 in the Addendums to the PTO Bylaws.

The Enrichment Programme

The PTO Enrichment Programme is funded by parent donations, fundraising activities and the sale of spiritwear. The Enrichment Programme aims to support and enhance educational excellence by enriching the education and experience of our students rather than provide essential items for them. The PTO seeks to support activities and projects that benefit as many students as possible and attempts to distribute funds equally among Preschool, Elementary, Middle and High School according to their student enrolment.

All general members of the PTO can apply for Enrichment Programme funding. All requests must be made via the application form, which is available on the ISA community hub. The PTO Board has an agreed set of guidelines for approval of funds to ensure that the enrichment procedure is as transparent as possible. The guidelines for approval are also explained below.

The deadline for the first semester applications is 1st October, and for second semester applications 1st March.

The PTO seeks to support as many worthwhile activities as reasonably possible, consistent with its mission statement.

Evaluation Criteria:
All applications will be given equitable consideration using the following guidelines:

- PTO asks first whether any proposal is more appropriately funded as an ISA budget item, or if it should be the responsibility of individual families.
- The amount requested cannot be higher than the cost of the project or activity. Should the cost of the project or activity be lower, the difference shall be reimbursed to the PTO. A matching funds or subsidy approach may be more consistent with PTO objectives than full funding of a project or activity.
- Money is awarded for the current school year. Approval for one year does not imply an automatic award for the following year.
- Capital purchases or expenses (CAPEX) are appropriate. That is major purchases of physical items that get used repeatedly, for example the purchase of theatre recording equipment, or the library system. Speakers and special events that benefit a wide range of the ISA community are appropriate.
- Operational Expenses (OPEX) are not appropriate, that is the day-to-day expenses needed to run a business, for example, individual expenses for fees, training or transportation are not appropriate. Charity giving is not appropriate.

The PTO Treasurer will notify faculty of upcoming enrichment application dates and ensure that the Enrichment Application is available to the general membership. Potential applicants should consider the following:

- The guidelines above
- The timing of applications to ensure that they are made by the required deadlines
- Completion and submission of the Enrichment Application in advance of the closing date.

PTO Main Tasks by Month

MONTH	TASK	RESPONSIBILITY
AUGUST (NO MEETING)	Organise PTO Cupboard and inventory	All
	Assist with Orientation*	Minimum of 2 PTO Board Members/CECs, all available to attend
	Ensure all PTO Documents up to date	President and others as directed by President
	Welcome Coffee	President, all PTO/CECs available
	Confirm CECs for each grade	CEC Reps
	Circulate Class Coffees	CEC Reps work with School Secretaries
	Back to school social	All
SEPTEMBER	Board Meeting	All Attend
	Class Coffees	CEC Reps
	Discuss Budget	Treasurer & President
	Review Bylaws	All
OCTOBER/ NOVEMBER	Board Meeting & General Meeting	President & Secretary, all available attend
	Approve Budget	Treasurer
	Update Bylaws at Autumn GM if required	President
	Vote on Enrichments	Treasurer
	Assist Trunk or Treat* (NHS)	Willing Board Members
	Assist Planning Around the Fireplace*	Willing Board Members
	Planning Winter Social Adult Event	Event committee (Board Member/volunteers)
DECEMBER	Plan off campus Board brunch (if required)	President and secretary
	Around the Fireplace*	Available volunteers (sign-up)
	Begin Planning Winter Family Social	Board Members and volunteers (sign-up)
	Assist with Cairngorm Reindeer visit*	CECs and volunteers (sign-up)
	ES Ceilidh* Decorate & Assist	Elementary Rep & ES CECs
JANUARY	Welcome Coffee	President, all PTO/CECs available
	Board brunch (welcome to second half)	All Board and CECs
FEBRUARY/ MARCH	Board Meeting	All Attend
	Sporting Tournament	Volunteers (sign-up)

MONTH	TASK	RESPONSIBILITY
	Winter Social	Volunteers (sign-up)
	Determine returning Board Members	President
	Staff Appreciation Lunch	Volunteers (sign-up)
	Advertise for New Members	Communications
	Set Up Nominating Committee	President
	Slate Announced 2 Weeks Prior to May meeting	Secretary and Nomination Committee
APRIL	Vote on Enrichments (e-mail)	Treasurer
	Assist with International Festival*	Willing Board Members
MAY	Board Meeting with incoming and outgoing members	All Attend
	Determine PTO Calendar Dates	President & School Administration
	Handover Lunch	All Attend (incoming & outgoing)
	Assist MS Arts Night*	Volunteers (sign-up)
	Suggest Budget for Next Year	All to Treasurer
	Suggest updates for Handbook (if required)	All (as directed by President)
	Begin Selection of New CECs	CEC Reps (with ES teachers)
	Determine Date and Theme for Adult Social Event	PTO Board Members (handed over to event committee once volunteers established)
JUNE	Meet with New CECs to Prep for Next Year	CEC Reps
	Circulate updated Handbook	Secretary (as directed by President)
	Determine Class Coffees & Teacher Treats	CEC Reps
	Ensure any CEC handover notes are complete and shared	CEC Reps
	Meet with Admissions & Counsellor to Discuss New Family Orientation	President & Board Member
	Begin Updates for Webpage & Handbook	As directed by President
	Preparations for Welcome Back Social	Board Members and volunteers (sign-up)
	Put forth recommended new CECs	CEC REPs & CECs (with ES teachers)
	Secure Volunteers for New Family Orientation	ES, MS and HS CEC Reps

Communication

Communication is very important to and for the PTO. A dedicated Board Member is usually responsible for the communication of PTO decisions and news to the ISA community and beyond. According to the bylaws the PTO President shall approve all correspondence written in the name of PTO. The PTO may communicate with external audiences but all such messages should be sent to the Head of School for approval prior to sending.

For external communication, the PTO can make use of the PTO website, Thistle Talk, the PTO notice board in the Street, the ISA Community Hub, PTO Facebook page and flyers, posters or other notes sent via e-mail and WhatsApp through the CECs to parents.

Each Spring, the PTO updates the PTO website as necessary. The website contains an overview of PTO activities, information about how the PTO is funded, how to get involved and information about the school spiritwear and how to order.

ISA's weekly newsletter is the Thistle Talk. The PTO may utilise the newsletter as a venue for information sharing with parents. It is issued each Friday that the school is in session. PTO information and announcements are generally limited to one page. Deadline for material for the weekly Thistle Talk is Thursday. If a PTO Board member wishes to publish a contribution in Thistle Talk it must be sent to the PTO President no later than Thursday morning. The Board Member responsible for communications is then responsible for putting all the PTO material together and submits it before the deadline. The PTO President must approve prior to final submission.

The PTO notice boards (on the PTO Hub and the physical notice board in the street) are used to communicate information regarding upcoming PTO events, the publication of PTO Board meeting and for other PTO news. The President will delegate responsibility for updates to the PTO Notice Boards. Only those people expressly authorised are to post updates, with the exception of the Secretary posting the PTO Minutes.

The ISA Community Hub is updated the night before each school day. Daily Notice inclusions, posters and calendar updates should be sent directly to the Head of School once they have been approved by the PTO President.

The PTO and school personnel pass information to the CECs for circulation to class parents on a frequent basis. The CECs are a key channel for PTO Communication. Notices can be sent to each parent in a direct, efficient manner using the CEC system. Some of the bigger PTO events (like the Back-2-School and Winter Family socials) may be advertised in school with posters, after checking with reception, or on the screens in the Street via the Head of School and IT.

Communication within the PTO Board is informal and is often done by e-mail and WhatsApp. The Secretary and the Board Member responsible for Communications will gather all the contact details for the board members and collate a contact list which will be circulated.

There is a PTO e-mail that can be used by staff and parents to communicate with the PTO Board Members. The address is pto@isa.aberdeen.sch.uk. The Secretary and the Treasurer receive incoming e-mails on the PTO e-mail account and redirects them to the appropriate PTO Board Member.

Practicalities

Mail

Letters and other mail for the PTO is received at the reception desk and will be taken to the PTO box, located at the entrance to the PTO Cupboard left of the east entrance to the Queen Elizabeth Theatre. The Treasurer and the President receive most mail and will check weekly.

The PTO Inventories and Storage

The PTO belongings are stored in 3 different places: Drum Castle Room, the PTO storage cupboard outside the theatre and two of the outdoor sheds by the tennis courts.

The PTO filing cabinet is in the Drum Castle Room and contains the PTO files and the electronic equipment for the Photo Booth. This cabinet is locked and the keys are held by the Front Desk. Three of the wooden cabinets along the wall in the Drum Castle Room contain miscellaneous PTO office supplies.

The storage cupboard contains most of the PTO table decorations, cash boxes when empty, party supplies, a rack with Spiritwear stock, some rolls of paper, etc. The key for this cupboard is kept in a lockbox and requires a code to access. The Popcorn Machine is stored by the school.

The sheds contain all the big decorations, the PTO folding tables, and the bigger items for family social games. The sheds are locked and you must use the same key as for the Storage Cupboard.

Booking a venue at ISA

The meeting rooms and other venues at ISA can be booked for PTO events. Contacts as follows:

- Theatre and Black Box - Music Director
- Crathes, Drum, Muirfield Rooms - Office manager or Receptionist
- Big Gym, Small Gym and Multi-Purpose Room – PE Director

PTO forms

The PTO has developed standard forms as required to ensure consistency for many of the PTO Board Positions:

PTO Board Application Form

PTO Expense Reimbursement Form

PTO Enrichment Application Form

Appendices

PTO Bylaws

1. Name: Parent Teacher Organisation of the International School of Aberdeen also known as PTO.

2. Objectives: Fostering a spirit of community where educational excellence and cultural diversity can thrive.

3. Policy:
    a) The PTO shall be non-commercial, non-sectarian, and non-partisan.
    b) The PTO shall be exclusively non-profit benefiting no individuals; no part of its activities shall relate to political or religious aims.

4. Membership:
   The PTO is composed of:
    a) All Parents and Guardians of ISA students.
    b) All ISA administrators and faculty.
    c) There will be no annual membership dues.

5. Officers and Board:
    a) The officers of the PTO shall include:
        . President
        . Vice President
        . Secretary
        . Treasurer

    b) Board Members include but are not limited to:
        . High School CEC Representative
        . Middle School CEC Representative
        . Elementary School CEC Representative
        . Board Members (8)

    c) Duties of the Officers:
        i. President:
            1. Shall preside at all meetings of the PTO.
            2. Shall be an ex-officio member of all committees.
            3. Shall hold documentation for any PTO Board position in the event of vacancy, until the position is filled.
            4. Shall approve all correspondence written in the name of PTO.
            5. Shall liaise between the School Board, administration and general school population.
            6. Shall keep the PTO Handbook current.

        ii. Vice President:
            1. Shall assist the President as required.
            2. Shall assume duties of the President in their absence.
            3. Shall assist with organisation of all PTO sponsored social and fundraising events with the Treasurer, nominated Board Members and all other required school entities.

4. Shall (according to 9.a.iii.) call a special meeting of the PTO Board to fill the presidency in the event of vacancy.

iii. Secretary:
1. Shall maintain a resource book containing PTO bylaws, PTO policies, procedures, committee descriptions and approved minutes. This may be electronic.
2. Shall post approved minutes of current General Membership and PTO Board Meetings in a public location for viewing by the school community.

iv. Treasurer:
1. Shall receive all monies of the PTO.
2. Shall keep an accurate record of receipts and expenditures and shall pay out local funds in such a manner as authorised by the PTO.
3. Shall present a written statement of account at every scheduled meeting of the PTO and at all Executive Board Meetings.
4. Shall prepare an annual budget based on information given by the PTO Board. The budget will be prepared and approved at a Board Meeting and presented at the Annual General Meeting or Extraordinary General Meeting.
5. Shall follow all money handling procedures as set in Treasurer's addendum.
6. Shall oversee PTO Enrichment Fund approval and disbursement.
7. The Treasurer shall provide the financial information for the year (fiscal year of the PTO – July 1-June 30) to the ISA Business Manager before August 31st, each year, for review of propriety.

6. Meetings:
a) General Membership Meetings (Annual or Extraordinary):
i. Shall be held as determined by the PTO Board.
ii. Membership shall be advised of date, and location of such meetings at least one week in advance.
iii. Meetings are intended for and are open to all PTO members.
Shall be held on at least two occasions and serve the following purposes:
iv. In the autumn, to present the PTO Board approved budget.
v. In the spring, for the election of officers and Board Members to the PTO prior to the May PTO Board Meeting.

b) PTO Board Meetings:
i. Shall be held at least twice per term in order to conduct the normal business of the organisation.
ii. May be called by the President, the Vice President (in the event of a vacancy of the presidency) or by a majority of the PTO Board.
iii. May be held at any time, should the need arise.
iv. Meetings are open to all PTO Board members and general members.
v. All members in person or virtually at the meeting shall be considered present.
vi. Membership shall be advised of the date and location of such meetings at least one week in advance.

c) Virtual Meetings:

i. Notice of and guidelines for a virtual meeting shall follow the same rules as those for face-to-face PTO Board and General Meetings ref 6. a) and 6. b)
ii. Notice of an electronic or virtual meeting must include an “adequate description” of how to participate in the meeting (for example, by providing the meeting link).
Only those members who are and remain engaged in the virtual meeting by video and or audio for the duration of the meeting will be considered present at the meeting and the secretary shall keep an accurate record of all those in attendance.
iii. Where a hybrid meeting is taking place where audio and visuals are set up for people to attend virtually as well as in person, any member who joins virtually will be considered present.

7. Voting:
    a) General Membership Meetings:
        i. In order for a meeting to be considered a valid meeting, a quorum must be present.
        ii. A quorum shall be defined as the lesser of twenty (20) voting members or ten (10) percent of the total general membership.
        iii. Each member shall have one (1) vote.
        iv. A majority vote will be based on the majority of members in attendance.
        v. Voting by proxy shall not be permitted.
    b) PTO Board Meetings:
        i. In order for a PTO Board Meeting to be considered a valid meeting, a quorum must be present to conduct business.
        ii. A quorum shall be defined as one third (1/3) of the PTO Board.
        iii. One PTO Board position shall constitute one vote; therefore, a PTO Board position shared by two or more co-chairs shall count as one vote.
        iv. Failure in agreement between co-chairs on any voting issue before the PTO board shall result in abstention on that issue.
        v. A majority vote of PTO Board members in attendance and qualified to vote shall be required for the passage of any motion made at the PTO Board Meeting.
        vi. Voting by proxy shall not be allowed.
    c) Voting via virtual meet and e-mail:
        i. Notice of and guidelines for electronic voting shall follow the same process and rules as those for voting during a face-to-face General Membership Meeting or PTO Board Meeting 7. a) and 7. b).
        ii. May be used where a virtual meeting takes the place of a face-to-face meeting.
        iii. An adequate description shall be provided as to how to take part in the vote via virtual meet
        iv. E-mail vote may be used for routine monthly minute approval.
        v. E-mail vote may be used in cases where a decision is required before the next scheduled PTO Board Meeting.

8. Nomination, Election, and Installation of Board Members:
    a) In order to be nominated for an elected position, a person must be a recognised member of the PTO.
        1. An announcement shall be published in Q1, inviting any member of the PTO interested in serving on the PTO Board to notify the PTO Secretary.

2. The PTO Secretary shall prepare a slate of candidates for the PTO Board positions, and this slate shall be posted and published in school publications at least one week prior to the scheduled Annual General Meeting each year.
3. Nominated persons for each position on the slate shall have given verbal and/or written consent to be named on the slate.
4. Nominations will be accepted from the floor during elections, but each nomination shall require the nominee's prior approval and must be made prior to the presentation of slate candidates.

b) The election of officers and PTO Board shall ideally be held at the Annual General Membership Meeting prior to the scheduled May PTO Board Meeting.
c) The newly elected PTO Board will assume their duties at the end of the scheduled May PTO Board Meeting and prior to the next PTO Board Meeting, each year.
d) The term of the PTO Board will run from June to June each year.
e) All newly elected PTO Board members will be required to undergo a probationary period of three months.
f) The term of office for each PTO Board position shall be no more than three consecutive years, including the probationary period. A partial term shall not be counted as part of the three-year term limit.

9. Vacancies and Removals of PTO Board Members:

a) Vacancy:
   i. A vacancy in office shall be filled by a majority vote of the PTO Board.
   ii. Due notice of such an election must be given at least three days prior to the election.
   iii. In the case of vacancy in the office of the President:
      1. The Vice- President shall call a Board Meeting to fill the President's position.
      2. A vacancy in the office of the President can be filled by any PTO officers or Board members by a majority vote of the PTO Board.
b) Removal:
   i. A PTO Board member may be removed at any time, if it is considered necessary. This may occur at either of the following meetings:
      1. At a General Membership Meeting by a two-thirds (2/3) vote of the members present and voting.
      2. At a PTO Board Meeting by a two-thirds (2/3) vote of the members present and voting.

10. Parliamentary Authority:
   a) Robert's Rules of Order Revised shall be used as a guideline to govern the PTO.
   b) Robert's Rules of Order Revised are binding only to the extent that they are not in conflict with these bylaws.

11. Amendments:
   a) Bylaws:
      i. May be reviewed as needed.
      ii. Amendments to these bylaws must be proposed in writing and approved by a two-thirds (2/3) majority vote of the members present at a PTO General Membership Meeting.
   b) Addendums:
      i. May be reviewed as needed.

ii. May be modified by a two-thirds (2/3) majority vote of the members present at a PTO Board meeting

Addendums

PTO Board Member Expectations and Optional Positions
All PTO Board Members are expected to take part in PTO activities, attend all PTO Board Meetings and keep well informed of all PTO business and activities. A probationary period is required for all incoming or newly elected Board Members. The term of office for each board member shall be no longer than three consecutive years including the probationary period.

- Elementary School CEC Representative: Shall represent the ES pre K-5th grade on the PTO Board. Shall support ES teachers in recruiting CECs for pre K-5th grade. Shall liaise between the CECs, faculty and the PTO on school and PTO issues
- Middle School CEC Representative: Shall represent the MS 6th - 8th grade on the PTO Board. Shall recruit 6th - 8th grade CECs with approval of MS / HS principal. Shall liaise between the CECs, faculty and the PTO on school and PTO issues.
- High School CEC Representative: Shall represent the HS 9th - 12th grade on the PTO Board. Shall recruit 9th - 12th grade CECs with approval of MS / HS principal. Shall liaise between the CECs, faculty and the PTO on school and PTO issues.
- Optional roles that may be filled or responsibilities shared between PTO Board Members are listed below (further details are included in the respective job descriptions in the PTO Handbook). These include, but are not limited to:
- Social coordinator: Shall be responsible for the coordination of all social events
- Fundraising Coordinator: Shall be responsible for all fundraising events.
- Volunteer Coordinator: Acts as liaison between the ISA administration, staff and parent volunteers .
- Spiritwear Coordinator: Shall be responsible for orders, sales and distribution of school spiritwear.
- Booster Coordinator: Shall liaise with the athletics and fine arts departments to offer assistance and coordinate parent support
- Buddy Coordinator: Shall coordinate the buddy programme for new ISA families
- Cultural Liaison: Shall liaise with all cultures at ISA to promote community and celebrate diversity through the PTO
- Communications Coordinator: Shall communicate ISA community activities and PTO information as required by the PTO and directed by the president

PTO Treasury Controls
The PTO Treasury Controls objective is to outline clear procedures for the receipt, storage, counting and deposit of funds for the PTO account. The primary sources of income for the PTO are fundraising, spiritwear and advertising pilot scheme.

- The coordinators will accept cash (either directly or it will be placed in the PTO box beside the Theatre), card payment or bank transfer into the PTO bank account, for spiritwear sales or at school events (e.g. Back to School Social).
- A representative from the PTO Board will check the box for money.
- All mail for Spiritwear and Fundraising will be placed in the PTO box.

Procedure for Cash Storage

- There will be two cash boxes (fundraising and spiritwear) in the PTO Cupboard.
- Under no circumstances will money for the PTO be taken from the ISA premises EXCEPT for the express purpose of being deposited in the PTO account at RBS.

- Funds may be stored in one of the school safes upon request.
- ISA staff will accompany the PTO member to the safe and lock the cash away.
- The school safe combinations will not be shared with the PTO member.

Procedures for Counting and Depositing Cash

- Two PTO Board members are required to be present at any time PTO funds are to be counted. All money handling will be done on the ISA school premises.
- All cash and cheques will be counted and tallied on the PTO deposit form. Both PTO Board members are required to sign the deposit form.
- The Treasurer will transfer the information from the PTO deposit form to the actual Royal Bank of Scotland deposit slip and then deposit funds at the bank
- The cashbox will be returned to the PTO cupboard.
- The Treasurer will enter the information into the PTO monthly financial statement.

PTO Procedures for Reimbursement of Expenses

- Persons requiring reimbursement will fill out a PTO Reimbursement Form. All receipts should be stapled to the form or provided electronically (scanned/PDF).
- Completed PTO Reimbursement Forms will be placed in the PTO Box next to the Theatre or they can be emailed, along with backup, to the Treasurer.
- The Treasurer will review and approve all expenses, then send electronically to the President or the Secretary for additional approval.
- The Treasurer will reimburse the PTO member by bank transfer or by cheque.
- Two signatories are required on all PTO cheques. The President, Secretary and Treasurer are all authorised to sign PTO cheques.
- Authorised cheques signatories may not approve their own expenses or co-sign their own reimbursement cheques.

PTO Job Descriptions

A probationary period is required for all incoming or newly elected Board Members. The term of office for each board member shall be no longer than three consecutive years including the probationary period. The president's probation will be monitored by the Head of School and the remaining officers of the board.

President

Responsibilities:

- Leads the board and has responsibility for the overall running and business of the board and associates
- Chairs board meetings and general meetings
- Works with Secretary to create agenda and board reports for monthly meetings
- Schedules meetings with the Director and school principals to follow up on issues raised at board meetings and to provide updates on PTO events
- Sits on most sub-committee meetings and is responsible for the oversight at planned PTO events
- Works to ensure events meet criteria set by ISA in terms of Health & Safety, use of alcohol and use of space
- Communicates closely with Treasurer working on budgets and can sign cheques & approve payments when required
- Regularly meets with Social Coordinator to keep updated on sub-committees and events
- Reviews bylaws with Parliamentarian and makes changes if necessary, where upon they will be voted on by board
- Meet with office manager to provide PTO events dates and times for the year's events in May for next school year
- Attend monthly ISA Board Meeting as a guest providing PTO updates
- Approves PTO page for weekly Thistle Newsletter created by Communications
- Works with Buddy Coordinator to plan and organise Welcome Coffees in August and January for all parents
- Assists Admissions, Counsellors and Buddy Coordinator with New Family Orientation, including provision of PTO handouts, setting up tables and ensuring board members are present to assist at booths
- Review monthly treasury report and bank reconciliation
- Prepare monthly report and send to secretary 7 days prior to monthly board meeting
- Attends most school events to support students and ISA

Vice President

Responsibilities:

- Works closely together with the president making sure the vice-president can take over from the president when need be
- Copy each other on most e-mails and meet up before a meeting to go through the agenda
- Attends along with the President to scheduled meetings with the Director and school principals to follow up on issues raised at board meetings and to provide updates on PTO events. In the event president cannot attend, VP can step in
- Attends monthly PTO board meetings and General meetings
- Attends monthly ISA Board Meeting as a guest as required by the President
- Works with President and Treasurer on budgets and can sign cheques & acts as signatory and approves payments as required

- Attends meeting with Social Coordinators to keep updated on sub-committees and events
- Meets with the President prior to start of each year to discuss responsibilities
- Attends most school events to support students and ISA
- Provides inclusions for Presidents Report to be sent to Secretary 7 days prior to monthly board meeting

Secretary

Responsibilities:

- Assists the President in various organisational tasks as required
- Works with the President to create board and general meeting agendas
- Requests board reports from board members one week prior to monthly meeting then compiles and circulates to board prior to meeting
- Attends all monthly PTO board meetings and all General meetings
- Keeps a record of attendance at all PTO board and General meetings
- Record minutes and circulate to board for additions or corrections
- Post approved minutes to PTO notice boards and e-mail a copy to relevant school representatives
- Assists during voting by working with President and Parliamentarian
- Signs cheques & approves payments when required, as executive board members
- Supports the President and Parliamentarian in updates to website and handbooks as required

Treasurer

Responsibilities:

The Treasurer shall handle all business where money is involved for the PTO. According to the Bylaws the Treasurer:

- Shall keep an accurate record of receipts and expenditures authorised by the PTO
- Shall receive all monies of the PTO
- Shall present a written statement of account at every scheduled meeting of the PTO and at all Executive Board Meetings
- Shall prepare an annual budget, with the assistance and approval of the President, based on information given by the PTO Board
- The budget will be presented and approved at a PTO Board meeting
- Receives and organises Enrichment Requests, which are presented to PTO Board members once every semester. Requests deadlines are October 31st and March 31st.
- Liaise with Spiritwear regarding sales, Fundraising for events payments on a regular basis.
- Checks the incoming emails regularly and redirects the emails to the appropriate PTO Board Member.
- Send monthly report to secretary 7 days prior to monthly board meeting
- Attends monthly PTO board meetings and General meetings

Board Member

Responsibilities:

- Serves on the PTO Board and attends Board meetings.
- Assists the Board in whatever capacity is needed.
- Supports school events, committees, and programs whenever needed
- Attends monthly PTO board meetings and General meetings

School Representatives

There are three units within the ISA PTO:

- ES Rep (Pre-K to Grade 5)
- MS Rep (Grades 6-8)
- HS Rep (Grades 9-12)

Responsibilities:

- Communicates within ISA community liaising with faculty, PTO board and relevant CECs
- Actively works to select (or assist as appropriate) with selection of CECs
- Coordinates folders and provides support to CECs through regular information meetings and as required
- Meets with relevant principal on a regular basis
- Actively participates in New Family Orientation and Welcome Coffees
- Schedules grade Welcome Coffees for September with CECs
- Issues news and information to parents through the CECs on an ongoing basis
- Works closely with Social Chairs for Winter Family Social
- Prepare monthly report and send to secretary 7 days prior to monthly board meeting
- Attends monthly PTO board meetings and General meetings

Parliamentarian (optional)

Responsibilities:

- Is a non-voting PTO board member who is appointed by the President
- Advises President on matters of parliamentary procedure
- Ensures that PTO meetings follow parliamentary procedure as defined by Robert's Rules Revised
- Keeps updated on Robert's Rules
- Reads and understands the bylaws
- Provides assistance to President to update bylaws and handbooks when necessary
- Ensures the PTO follows bylaws during meetings and election process
- Maintains an impartial position and does not make motions or participate in debate
- Attends monthly PTO board meetings and General meetings

Social Coordinator (optional)

Responsibilities:

- Organises, coordinates and oversees family-friendly events for the ISA community
- Works with the Treasurer to ensure all money is collected and accounted for during social events.
- Creates sub-committees to help support events
- Coordinates and provides support to the following event organisers
    - Back to School Ice Cream Social
    - Trunk or Treat with NHS
    - Adult Social Function
    - Winter Family Social
- Prepare monthly report and send to secretary 7 days prior to monthly board meeting
- Attends monthly PTO board meetings and General meetings

Fundraising Coordinator (optional)

Responsibilities:

- Responsible for all PTO fundraising activities and events
- Promote and maintain our rebate programs, Easyfundraising & Stikins
- Assist Social Coordinator with various fundraising events
- Work closely with Treasurer during fundraising events and socials
- Prepare monthly report and send to secretary 7 days prior to monthly board meeting
- Attends monthly PTO board meetings and General meetings

Spiritwear Coordinator (optional)

Responsibilities:

- Stimulate a school identity within ISA community through purchase and sale of Spiritwear merchandise
- Be available to display and sell merchandise at school social events
- Liaise with PTO Communications to promote Spiritwear products via brochure, Thistle Talk and Facebook and assess demand for products
- Work closely with PTO Treasurer to set and maintain budget submitting regular deposits and approve invoices
- Maintain good working relationship with print/clothing suppliers and tartan supplier to secure competitive prices and timely service
- Regularly check stock and keep inventory of items for current year. Maintain records for comparison of purchase/sales from previous two years
- Regularly check for Spiritwear orders in SumUp shop. Be available to meet with families at suitable times to allow for viewing and trying on clothing
- Advertise, collect and distribute orders of merchandise periodically throughout year
- Anticipate main order for school year in preparation for incoming families at orientation in August. Place order in May for delivery in July. Order items throughout year as needed, within budget
- Prepare monthly report and send PTO Secretary seven days prior to monthly board meeting
- Attends monthly PTO board meetings and General meetings

Boosters Coordinator (optional)

Responsibilities:

- Supports ISA MS/HS athletic activities and Fine Arts Department
- Prepare snack bags for each ISA travelling team
- Shop for snack bag items and server supplies
- Plan and organise items to sell in concessions for home tournaments
- Assist Fine Arts department during performances
- Encourage school spirit whenever possible
- Prepare monthly report and send to secretary 7 days prior to monthly board meeting
- Attends monthly PTO board meetings and General meetings

Buddy Coordinator (optional)

Responsibilities:

- Assist new families transitioning to ISA and provide “buddy” families for new families
- Create list of returning ISA families who would like to be “buddy” family in June
- Pair families according to grade level, languages spoken, and/ or nationality. If family requests their child to be paired with a student in the same grade level, coordinate with grade CECs
- Put new families in touch with their children’s grade level CECs
- Send PTO Welcome document to new parents
- Admin WhatsApp Buddies group. Invite new families to join the group
- Prepare monthly report and send to secretary 7 days prior to monthly board meeting
- Attend monthly PTO board meetings and General meetings
- Check on new families one month and three months after arrival at ISA via email or in person
- Update Buddy form as needed, sending it to Communications Coordinator
- Coordinate with Communications Coordinator to advertise the Buddy Family Program on the Community Hub, in Thistle and on Facebook
- Help coordinate New Family Orientation in August and January with Admissions, Counsellor’s office, reps, CECs and President
- Help to coordinate Welcome Coffees for August and January
- Meet new families at buddy table during Orientation and Welcome Coffees
- Check PTO mailbox for family requests

Volunteer Coordinator (optional)

Responsibilities:

- Recruit new volunteers at PTO events and online using the PTO Board application form
- Create sign-up geniuses when required and work with Social Coordinator and President to determine criteria for sign-ups (numbers needed, duties, etc)
- Work closely with Cultural Liaison for International Night volunteer requirements
- Work closely with Social Coordinator for Social Event volunteer requirements
- Work closely with other PTO board members for specific volunteer requirements
- Assist ES secretary with Reindeer Visit in December
- Coordinate Staff Appreciation Luncheon with Social coordinator and Facilities Manager to determine parent involvement for the event
- Prepare monthly report and send to secretary 7 days prior to monthly board meeting
- Attends monthly PTO board meetings and General meetings

Cultural Liaison (optional)

Responsibilities:

- Works to involve all cultures at ISA to promote community and celebrate diversity
- Coordinates international Week Food buffet with ISA international week committee and kitchen staff
- Set-up and decorate Buffet area in ”the Street” for International Night
- Organise and liaise with countries to help establish their menus, etc
- Provide informational letter for families explaining event
- Work closely with the Social Coordinator to coordinate adult social event
- Help organize cultural events within the community supporting ISA supported charities (ie Kilt Walk)
- Provide support for Around the Fireplace with Fine Arts & Boosters
- Prepare monthly report and send to secretary 7 days prior to monthly board meeting
- Attends monthly PTO board meetings and General meetings

Communications Coordinator (optional)

Communications Responsibilities:

- Communicate upcoming events effectively with ISA community as required
- Maintain and update the PTO notice board
- Provide a one-page document for Thistle with approval by President
- Maintain Facebook page for ISA PTO
- Generate promotional flyers/posters, etc if required to support events
- Prepare monthly report and send to secretary 7 days prior to monthly board meeting
- Attend monthly PTO board meetings and General meetings