
I.E.P.T.O. POLICY

POLICY: Committee Policy

Because of the many events hosted by the IEPTO throughout the school year, specific committees were developed by the IEPTO Board to manage each event. The Committee Policy is effective immediately for all current and new committees.

Parent volunteers are the backbone of the IEPTO, and we are fortunate to have many parents interested in enriching the education of our children. We invite everyone to make a difference by co-chairing a committee or volunteering. We understand that everyone's schedules are different, but we have many opportunities for everyone to get involved. We make every effort to include anyone who is interested in volunteering. Our highly qualified parent volunteers take these committees and make them fun, educational, and welcoming for all who are interested.

The following rules are effective with the Committee Policy:

- 1) The IEPTO Board creates a committee. Committees are created by the IEPTO Board based on need and time associated with duties involved in responsibilities of the IEPTO.
- 2) As committees are formed, volunteer co-chairpersons are needed to manage each committee. Each committee will consist of approximately two to five co-chairpersons (see attachment 1). All co-chairpersons should be current IEPTO annual due-paying members. If interested in becoming a co-chairperson, contact one of the IEPTO Vice-Presidents and/or join us for our August Welcome Night. The IEPTO is fortunate to have dedicated volunteers to go in their own direction and really develop each committee to make them entertaining for parents, teachers, and children alike.
- 3) The co-chairpersons are responsible for the committee's functions as a whole. However, the IEPTO should be notified of any money, volunteer, raffle prize, lack in participation, or any other issues that may affect the committee to function properly. The IEPTO will assist and/or oversee each committee whenever necessary.
- 4) Co-chairpersons must have the best interest of the organization in mind throughout his/her term. The behavior of the chairperson will be expected to be in accordance the IEPTO Bylaws, Policies and the Character Counts Pillars. All co-chairpersons and volunteers will sign an agreement stating his/her understanding of the Character Counts Program.
- 5) Each committee has individual responsibilities. However, the following is a basic description of the responsibilities of a committee and it's co-chairpersons:
 - A. At the beginning of the year, the co-chairpersons will attend the Meet and Greet and Welcome Night. One the morning of the first day of school, the Meet and Greet is where co-chairpersons will receive a packet containing useful information pertaining to each committee. At the Welcome Night, co-chairpersons may speak briefly about their committee, provide information, and/or have sign-up sheets for volunteers.
 - B. Early in the year, possibly at Volunteer Night, the Meet and Greet, or at a private meeting, the co-chairpersons should introduce themselves to each other and develop a direct line of communication between co-chairpersons.
 - C. Any new ideas should be openly communicated within the committee and the IEPTO Board as applicable.

- D. Responsibilities should be assigned to each co-chairperson. The possibility of volunteers should not be overlooked. Many volunteers can be attained at the Welcome Night at the beginning of the school year. It is also general practice to request volunteers prior to any event. Make sure that you know what you will need your volunteers to do. You may benefit from splitting up the event into sections. Time slots can be offered to better accommodate the committee and the volunteers.
- E. A timeframe should be established. Decide when it will be necessary to complete tasks.
- F. In order to save time, money, and the environment, the IEPTO Board developed a monthly IEPTO newsletter which is to be used as the main form of communication between committees and parents. The monthly IEPTO Newsletter is the communication tool for flyers and/or any information for committees. Fundraisers may go out separately, but reminders should be communicated in the newsletter. In order to save time, money, and the environment, we try to provide most of our information to the membership within the monthly newsletter. If there is a valid reason that something must be communicated individually instead of within the monthly IEPTO newsletter, please direct your question to the IEPTO Board Members. Important monthly due dates for the newsletter submission can be found within your committee packet.
- G. Obtaining reimbursement for materials or services is done by contacting the IEPTO Treasurer directly. If needed, a check request form can be found within your packet. Cash boxes or any other issues regarding money, should be routed to the Treasurer.
- H. Any copies that need to be made by the school office must follow the instructions found on the form provided in the packet.
- I. When your term as chairperson is completed, any materials purchased by the IEPTO should be passed down to another chairperson within the committee or to the IEPTO Board.
- J. New committee members must become familiar with the committee responsibilities. Knowledge of what was done in the past is provided to you by the previous co-chairpersons or the IEPTO Board. Although, you can modify that procedure, you should try to get familiar with the way it was done in the past. (No need to recreate the wheel.) Look back and see if there is any way to improve it, simplify it, or just make it easier for you and your team.
- K. All decisions should be agreed upon by a majority vote. The co-chairpersons are each entitled to one vote per person.
- L. All committees must provide to the IEPTO a “How To” detailing the committee’s functions. This can be a simple hand written list of tasks or it can be more elaborate. The IEPTO Board can provide samples upon request. At the beginning of each school year, the Committee Co-chairpersons will receive a form called the Committee Log of Event Details (attachment 2). It can be a useful tool and can be used as your “How To”. The more detailed, the easier it will be next year. The “How To”, in whatever form, must be submitted the IEPTO Board prior to the end of the school year. However, if there is a “How To” that is in place and has NOT been changed, it isn’t necessary to re-submit it each year as the Board will have it on file.
- M. If at any time, you are unable to fulfill your obligation(s) for which you have volunteered, you must notify the Vice President of the IEPTO as soon as possible.

The Vice President will attempt to find a replacement in a timely fashion. If you are aware of someone who wants to take over, please bring that to the attention of the Vice President.

- 6) Any questions regarding committees can be routed to the Vice President whose responsibility is to assist the committee co-chairpersons and ensure success within the committees.
- 6) The President serves as ex-officio on all committees.

Policy Approval Date: April 3, 2007

Basis for Committee Maximum Number (attachment 1)

Five co-chairpersons will be needed if:

- There is a high time commitment.
- There is food, raffle, and several volunteers needed at the event.

Four co-chairpersons will be needed if:

- There there is a high time commitment.
- There are several volunteers are needed.

Three c-chairpersons will be needed if:

- There is a medium time commitment.

One to two co-chairpersons will be needed if:

- There is a low time commitment.

COMMITTEE LOG OF EVENT DETAILS (attachment 2)

(If you need more room, please attach another sheet. Also include copies of documents including volunteer names and/or breakout of duties or anything else pertinent to the individual event.)

Name of event: _____ Date of event: _____

Date you started planning: _____ Amount of time it took (est. hours for each task, or est. time as a whole): _____

Names of chairpersons: _____

Location Information (Location name, address, phone, and contact name and info.): _____

Estimated Price of location: _____ Actual Price: _____

Overall, was the experience a good one? _____ Would you use them again? _____

Why? _____

Food Information (Name of restaurant, address, phone, and contact name and info.): _____

Estimated Price of food: _____ Actual Price: _____

Overall, was the experience a good one? _____ Would you use them again? _____

Why? _____

Volunteer Info. (Please attach a list of volunteers for our records.)

How many volunteers were there? _____ Was that enough/too many? _____

If the volunteers were split up, how was it done? And, how many for each slot? _____

Raffle Prizes (if applicable): How were the prizes obtained? _____

