

**St. Mark's Preschool
1602 Thousand Oaks
San Antonio, Texas 78232
(210) 494-9282**

By-Laws of the Preschool Parent Teacher Committee (PTC)

Name of Organization: *Parent Teacher Committee (PTC)*

1. **Mission Statement:** The mission of the St. Mark's Preschool Parent Teacher Committee is to promote and support the success of the preschool administrative staff, teachers, and students through selfless giving, kindness, and dedication.
2. **Goal:** The committee will plan and implement fundraisers, assist with class parties and projects, organize and implement teacher appreciation events, plan parent education opportunities, promote community spirit, provide assistance to families of preschool students during times of need, and help coordinate new programs with the preschool administration.
3. The PTC will have no administrative responsibility.
4. **Organization:**
 - a) Membership is open to all family members of children attending the preschool.
 - b) The PTC Board will consist of four members: two *PTC Co-Coordinators*, a *Room Parent Coordinator*, and *Newsletter Editor*.
 - c) Selection of officers: Recommendations for committee positions will be given by current Board members to preschool administration in April for discussion and selection; volunteers for Board positions will be considered as well. A PTC Board member's term runs from June 1 of the current year until May 31 of the following year.
5. **Meetings:**
 - a) Board meetings will be held monthly and/or as necessary.
 - b) General PTC Parent meetings will be held as necessary as well as prior to the school's annual fundraiser event
6. **Responsibilities/Roles:**
 - a) The PTC Board will be responsible for scheduling the calendar of PTC events for each school year prior to the church event calendar deadline.
 - b) *PTC Co-Coordinators* will be responsible for: Teacher Appreciation, Parent Education/Mixers, assisting with Open House, following-up with Room Parent Coordinator, Coordinating Family Fun Night, keeping master email/volunteer lists, creating parent notices of school events and keeping school web page updated, managing PTC account, and arranging for Noah's Ark for meetings, etc.
 - c) *Room Parent Coordinator* will be responsible for facilitating information to Room parents & overseeing them, hosting Room Parent Introduction Meeting at beginning of year, Caring & Sharing—follow-up for each class, coordinating Bake Sales with Room Parents, assisting PTC Co-Coordinators with Family Fun Night volunteers.
 - d) *Newsletter Editor* will be responsible for creating and writing monthly school newsletter, reporting on current school events to parents, reviewing final copy of newsletter with Kathy and Connie before print, and supporting the activities of other PTC Board members.