

PARENT LEADERSHIP TEAM BYLAWS

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The Our Lady of Good Counsel Parish School Parent Leadership Team (PLT) supports and promotes the mission and educational experiences of Our Lady of Good Counsel Parish School.

To achieve this purpose, the organization:

- Strives to achieve open communication and close working relationships between the school, teachers, administration, parents and the community;
- Encourages stewardship by coordinating volunteer opportunities to promote parental involvement in the school, parish and community;
- Supports the formation experiences of students and parents through volunteering and development of additional programs and activities
- Creates opportunities for social interaction between families, teachers, administration and staff
- Displays appreciation to teachers, administration and staff for their support and dedication to the Our Lady of Good Counsel Parish School and its school families
- Raises funds to enrich, support and promote Our Lady of Good Counsel Parish School and its students

General Membership

The membership of the PLT shall consist of all parents of Our Lady of Good Counsel Parish School students and all teachers, administrators and staff.

Responsibilities will include the following.

- Communicate issues, suggestions and concerns
- Participate in and actively support the OLGC PLT's and its special committees
- Attend regular PTL open meetings

Executive Steering Committee

The executive steering committee consists of these positions:

President
Vice-president
Secretary
Treasurer
Fundraising Coordinator
Hospitality Coordinator
Community Events Coordinator

The school principal will also be a sitting member with the pastor as a standing member.

Responsibilities of the Steering Committee include the following.

- Partnering with school/parish staff on the year's activities
- Set the PLT's annual goals and activities calendar
- Support and oversee events, volunteer opportunities and action team committees
- Oversee the PLT's operating budget used for PLT events and activities
- Communicate with parent community regarding meetings, volunteer opportunities and events

Individual Responsibilities of the Executive Steering Committee Members

President

- Coordinate the business of the PLT as prescribed in the by-laws or assigned by the organization or executive steering committee
- Set the agenda and preside at all open parent and executive steering committee meetings
- Designing and overseeing events and yearly programming in collaboration with school administration/staff
- Prepare and manage the annual PLT calendar with the official school calendar, adding and canceling events as necessary in consultation with the Principal
- Oversee and support all chairs and members of working committees
- Manage communication through parent Facebook page, "Green and Gold"
- Establish a strong working relationship with the principal, faculty and staff
- Identify the volunteer opportunities needed to fill the needs of the PLT committees and events

Vice President

- Should have been an Executive Steering Committee member or Special Committee chairperson for at least one (1) year prior to being elected
- Work closely with the president and shall assume the duties of the President in the case of absence or inability to serve
- Oversee and support all Event Committees and their committee members
- Chairs the nominating committee processes and oversees the election process
- Work with the PLT Executive Committee and school principal to conduct parent Feedback surveys as needed
- Identify the volunteer opportunities needed to fill the needs of the PLT committees and events

Secretary

- Take minutes at a regular and Executive Committee meetings
- Make the minutes available to all members through means such as submitting the minutes for posting on the school website
- Prepare a year-end summary of the OLGC PLT activities and accomplishments to be distributed to all members at the end of the school year
- Serve as custodian of PLT records, including the Bylaws, agendas, meeting attendance records, meeting minutes, and any other correspondence.
- Provide communications for the Crusader Connection and PLT website
- Liaison for volunteer sign-ups to establish a process in monitoring and assistance to event chairs.

Treasurer

- Should have computer access, basic math skills and understanding of budgeting
- Keep an accurate records of receipts and expenditures for:
 - Classroom Funds
 - Parent Events
 - Fundraisers (in conjunction with Fundraising chairs)
- Prepare a financial report for the PLT membership, school principal and parish office as needed

- Deliver a financial report out at each regular and Executive Committee meeting
- Work with room parents and committee chairs to prepare an event budget at the beginning of each school year and provide an annual financial report at the end of each school year
- Request checks for PLT purchases and invoices through school office manager as needed
- Oversee and support all Fundraising Committees and their committee members, in conjunction with the Fundraising Coordinator.

Fundraising Coordinator

- Manage and organize OLC's primary fundraiser(s) used support the school operating budget;
- Oversee and support all Fundraising Committees and their committee members, in conjunction with the Treasurer
- Coordinate communications for all fundraising efforts to the PLT membership, including but not limited to fliers, newsletter submissions, email broadcasts, etc.
- Evaluate fundraising opportunities including sale and distribution of products, merchandise or tickets and the collection of coupons or redeemable items as a means of raising funds
- Provide reports regarding fundraising activities at PLT meetings

Hospitality Coordinator

- Coordinate hosting responsibilities for parent meetings
- Coordinate events for Back-to-School and Last Day of School
- Coordinate events for Teacher Appreciation Week
- Oversee and support all Teacher/Staff Appreciation Committees and their committee members
- Coordinate any events specified by the PLT President and/or Principal

Community Events Coordinator

- Oversee different community building events throughout the year
- Coordinate chairs of the different events and provide support as needed
- Coordinate with parish/school for use of facilities and registration forms needed for different events
- Manage budget for different events and coordinate with treasurer

Special Action Team Committees

The Executive Steering Committee shall determine the special Action Team Committees that are necessary to fulfill the PLT's goals for each school year. Committee chairpersons and co-chairs are appointed on a volunteer basis. Each committee is the direct responsibility of the chairperson and co-chair. Committees are overseen by the appropriate executive steering committee.

Chairperson Responsibilities include but are not limited to:

- Keep minutes and/or data regarding committee activities
- Maintain written records of the activities of his/her committee in a manner that would allow these records to be passed along to future Chairs
- Present an outline report of the committees' activities and accomplishments at the end of each school year.

Regular Meetings

The Executive Steering Committee will meet monthly. Currently meetings are held on the first Tuesday of the month at 2:00pm.

The PLT meetings open to the community will be held quarterly throughout the school year. The date, time, location and notification of the open meetings will be communicated by the Executive Steering Committee.

Special Meetings

Special open meetings for the parent committee may be called at the discretion of the Executive Steering Committee for issues which must be addressed prior to the next regularly scheduled meeting.

SELECTION OF THE EXECUTIVE COMMITTEE

Selection Process

Executive Steering Committee members are appointed by the pastor and principal. Appointed members must be contributing members in the parent community as seen through their service at school events and collaboration with the Parent Leadership Team in programming. Open positions on the Steering Committee will be communicated to parents in the Spring. Parents desiring to be members of the Executive Steering committee should express interest to the Principal and President of the PLT.

Special positions like community events and fundraising coordinators require shadowing the year before assuming the positions.

Terms

Active members of Our Lady of Good Counsel Parish School who formally express written interest will be interviewed and appointed by the principal and pastor. Position terms are as follows.

- President – Two Years
- Vice President – Two Years
- Secretary – Two or Three Years
- Treasurer – Two or Three Years
- Fundraising – Two or Three Years
- Hospitality - Two or Three Years

- Community - Two or Three Years

Vacancy

In the event of a vacancy on the Executive Steering Committee, the remaining Executive Steering Committee will appoint a PLT member to fill the vacancy for the remainder.

Fiscal Year

The fiscal year of the organization will coincide with that of the school, July 1 to June 30.

Budget

In conjunction with the school principal and executive steering committee, the treasurer will draft a tentative budget for each school year.