

## **A. As defined by its Bylaws, the Hosmer PTO is governed by:**

**Board** - Elected at the Annual Meeting of June - Consisting of at least 16 members:

1. **PTO Officers** selected at the Annual Meeting, consisting **at a minimum** of:
  - 2 co-Presidents and 1 VP (OR President, 1st VP, and 2<sup>nd</sup> VP)
  - Recording Secretary (prepare, file and disseminate Minutes)
  - Corresponding Secretary (PTO correspondence, and PTO publicity)
  - 1 Treasurer
2. **Grade Level Representatives**, selected by the Nominating Committee.  
*They are required to attend monthly PTO Board Meetings, and have a vote.*
3. **PTO Representatives** for the Watertown Parent Teacher Units (PTU) Council and School Committee, selected by the Nominating Committee.  
*They are required to attend monthly PTO Board Meetings, and have a vote.*
4. **Teacher Representative**, selected by the faculty of Hosmer.  
*S/he is required to attend monthly PTO Board Meetings, and has a vote.*

**Nominating Committee** - Elected no later than March – Consisting of 7 Members:

- At least 1 member (but no more than 3) need to be Hosmer Faculty
- The PTO President can't serve in this Committee, but any other Officer can.
- The Principal can't serve either
- One of the 7 is elected by the rest to serve as Chairperson

The Nominating Committee has specific duties that include: soliciting nominations for Officers, Grade Level Representatives, PTO Representatives to School Committee and PTU Council, selecting candidates, and reporting nominees within 1 month of election.

**Executive Committee** – Consisting of 5 Members:

- President and 1st VP (or the 2 co-Presidents)
- 1 Secretary elected by the Board
- Treasurer
- Chairperson of the Grade Level Reps

The executive Committee transacts any emergency business arising in the intervals between PTO Board Meetings (any business transacted needs to be reported to the Board at the net Board Meeting).

## **B. Hosmer PTO Meetings:**

- **Annual Meeting in June**, where all members of the PTO (parents & faculty) are eligible to vote
- At least 9 **Monthly Board Meetings**, where only the Principal and PTO Board members can vote (Officers, Grade Level Reps, Teacher Representative, and PTO Representatives for the Watertown School Committee and PTU)

### **C. Role of the Principal:**

- Member of the PTO in an ex-officio capacity, with right of vote at monthly meetings.
- May participate as ex-officio member at all Committees except the Nominating Committee.
- Shall be consulted by the PTO on all matters relating to School policy and procedure.

### **D. Hosmer PTO Representation at external organizations:**

The Hosmer PTO is represented at meetings of the Watertown Council of Parent Teacher Units (PTU) by:

- Hosmer PTO President
- Hosmer PTO Representative for the PTU
- Hosmer Teacher Representative