

# TEAM

## Advisory Committee

### Handbook

Revised January 2020



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## **INTRODUCTION**

This handbook identifies the roles, responsibilities, and guidelines used in the TEAM (Together Everyone Accomplishes More) program. TEAM is a highly successful program that embodies the commitment to education by the school, teachers, and parents. The TEAM program is an optional 1st through 5<sup>th</sup> grade program in the Central Kitsap School District and is housed at Silver Ridge Elementary School. Volunteers, primarily parents of children in the program, are an integral part of the TEAM philosophy. TEAM volunteers are organized through the TEAM Advisory Committee (TAC). The TAC consists of the following positions:

- 8 Elected Parents
  - Chair Person
  - Co-Chair Person
  - Secretary
  - Treasurer
  - Parent Representative (1)
  - Parent Representative (2)
  - Alternate Parent Representative (1)
  - Alternate Parent Representative (2)
- The TEAM teachers
- The principal of Silver Ridge Elementary School

In addition to the elected officers, there are appointed positions that assist in various functions to further the work of the TAC. These include:

- Mentorship Coordinator
- Communication Coordinator
- Fundraising Committee Chair
- Fundraising Co-Chair
- PTA Liaison

It is hoped that the information contained in this handbook will assist the TAC, teachers and parents, ensuring that the program continues to provide a positive impact in the education of the children in the TEAM program.

## **TAC Chair**

Title: TAC Chair

Reports To: TEAM Advisory Committee

Purpose of Position:

The TEAM Advisory Committee Chair is responsible for leadership of the TAC organization.

The Chair ensures that TAC fulfills its objectives in supporting the TEAM program.

Responsibilities:

- Facilitates TAC and Executive Committee meetings.
- Submits building use form or arranges an alternative meeting place.
- Sets Agenda.
- Publicizes meeting dates and times (TAC monthly, EC as needed).
- Leads meetings, maintaining order.
- Is the TEAM liaison with the Staff of the Silver Ridge Elementary Administration.
- Communicate regularly with staff, primarily the lead teacher.
- Facilitate General Meetings/ Events.
- Fall potluck:
  - Coordinate with Parent representative who is planning the event. Set the agenda, with TAC approval. Purpose of event is primarily social.
  - Includes Volunteer sign up, Treasurer's report, Budget approval, and other necessary business.
  - Coordinate with Parent representative who is planning the event.
- January General Meeting
  - Set agenda, with TAC approval.
  - Facilitate Election of new officers.
  - Includes reports from treasurer, science camp, fundraising, other necessary business.
- June Dessert Social
  - Coordinate with Parent representative who is planning the event. Set the agenda, with TAC approval. Purpose of event is to welcome new students and acknowledge departing 5<sup>th</sup> graders.
  - Include TAC business if necessary.
- End of Year Picnic
  - Coordinate with Co-Chair who is planning the event. Purpose of event is primarily social.
- Assist staff with TEAM Informational Meetings
- Address parent concerns within appropriate forums, facilitating the dispute resolution process, if necessary.

- Be an ambassador/liaison for TEAM
  - Maintain awareness of School Board issues involving or affecting the TEAM program.
  - Maintain relationships with TEAM parents
- Appoint committees, with TAC approval
  - Auditing
  - Nominating
  - Fundraising
  - Publicity
- Maintain TAC records
- Communicate regularly with other TAC members, ensuring the follow through of assigned tasks
- Turn over maintained records at end of term

Requirements/Skills:

The TAC chair needs strong leadership, management, communication and organizational skills. Knowledge of meeting procedures is also necessary. Some computer skills for records maintenance and email communication are necessary.

Hours Required.

The chair position is time intensive. The chair needs to be available for monthly meetings, annual meetings and events. Time is also necessary for communication, planning, and organizational activities. Regular appearances at Silver Ridge before or after school and facilitates communication and leadership functions.

Time Commitment to Program:

A minimum of 100 hours per year is necessary.

*The chair position will be elected each year for a two-year term, serving the first year as co-chairperson and the second as chairperson. The co-chair will assist the chair as necessary.*

## **TAC Co-Chair**

Title: TAC Co-Chair

Reports To: TAC Chair

Purpose of Position:

Assist the Chair in all duties assigned by the Chair.

The Co-Chair assists the Chair in ensuring that TAC fulfills its objectives in supporting the TEAM program.

Responsibilities: (In the absence of the Chair, the Co-Chair)

- Facilitates TAC and Executive Committee meetings.
- Submits building use form or arranges an alternative meeting place.
- Sets Agenda.
- Publicizes meeting dates and times (TAC monthly, EC as needed).
- Leads meetings, maintaining order.
- Is TEAM liaison with the Staff of the Silver Ridge Elementary Administration.
- Communicate regularly with staff, primarily the lead teacher.
- Facilitate General Meetings/ Events.
- Fall potluck:
  - Coordinate with Parent representative who is planning the event. Set the agenda, with TAC approval. Purpose of event is primarily social.
  - Includes Volunteer sign up, Treasurer's report, Budget approval, and other necessary business.
  - Coordinate with Parent representative who is planning the event.
- January General Meeting
  - Set agenda, with TAC approval.
  - Facilitate Election of new officers.
  - Includes reports from treasurer, science camp, fundraising, other necessary business.
- June Dessert Social
  - Coordinate with Parent representative who is planning the event. Set the agenda, with TAC approval. Purpose of event is to welcome new students and acknowledge departing 5<sup>th</sup> graders.
  - Include TAC business if necessary.
- End of Year Picnic
  - Secure a location.
  - Facilitate the BBQ that is put on by TAC, as well as the potluck of side dishes that are provided by the families in TEAM.
- Assist staff with TEAM Informational Meetings
- Address parent concerns within appropriate forums, facilitating the dispute resolution process, if necessary.

- Be an ambassador/liaison for TEAM
  - Maintain awareness of School Board issues involving or affecting the TEAM program.
  - Maintain relationships with TEAM parents
- Appoint committees, with TAC approval
  - Auditing
  - Nominating
  - Fundraising
  - Publicity
- Maintain TAC records
- Communicate regularly with other TAC members, ensuring the follow through of assigned tasks
- Turn over maintained records at end of term

Requirements/Skills:

The TAC chair needs strong leadership, management, communication and organizational skills. Knowledge of meeting procedures is also necessary. Some computer skills for records maintenance and email communication are necessary.

Hours Required.

The chair position is time intensive. The chair needs to be available for monthly meetings, annual meetings and events. Time is also necessary for communication, planning, and organizational activities. Regular appearances at Silver Ridge before or after school and facilitates communication and leadership functions.

Time Commitment to Program:

A minimum of 100 hours per year is necessary.

*The co-chair position will be elected each year for a two-year term, serving the first year as co-chairperson and the second as chairperson. The co-chair will assist the chair as necessary.*

## **SECRETARY**

Title: TAC Secretary

Reports To: TAC Chair

Purpose of Position:

To record and maintain accurate minutes of all meetings for the TEAM Advisory Committee. The Secretary also assists the Chair with other communication-related tasks as necessary.

Responsibilities:

- Attend all TAC Meetings
  - Monthly
  - Executive Committee
  - General
- Take notes at all meetings including meeting date, purpose, attendance and business discussed.
- Provide written copies of meeting minutes to TAC officers, providing the chair with a copy at least 1 week prior to the following meeting.
- Add Meeting Minutes to Google Drive
- Prepare ballots for elections.
- Coordinate the ballot count at elections and submit election results to the TAC Chair.
- Maintain TAC Secretary Records.
- Turn over maintained records at end of term.

Requirements/Skills:

The secretary position requires excellent writing and listening skills. Prior experience as a board secretary is helpful. Skill with a word processor and copy equipment is necessary.

Hours Required:

The secretary needs to be available for all meetings. Time for transcribing, copying, and distributing notes is necessary.

Time Commitment to Program:

Approximately 35 hours per year.

*The Secretary is elected in January of odd numbered years for a two-year term.*

## **Treasurer**

**Title:** TAC Treasurer

**Reports To:** TAC Chair

Purpose of the Position: To maintain and present accurate financial records for the TEAM Advisory Committee. The Treasurer helps to fulfill the TAC objective by supporting the TEAM programs financial transactions.

### **Responsibilities:**

- Attend all TAC Meetings
  - Monthly
  - Executive Committee
  - General
- Receive all Monies for TAC (including but not limited to):
  - Fundraiser funds
  - Field trip fees
  - Outdoor Education
  - Tee Shirt payments
  - Any other monies received by TAC
- Communicate with others about money collection
  - Let teachers know when money will be collected (teachers are not allowed to handle TAC funds).
  - Communicate with parents about account balances and money due dates.
  - Coordinate with fundraising chair.
  - Coordinate with Tee-Shirt Chair.
- Deposit money into the TAC bank account.
- Check TAC Post Office Box regularly and renew PO Box annually.

Time Commitment to Program:

Approximately 60 hours per year.

*The Treasurer is elected in January of even numbered years for a two-year term.*

## **Parent Representative 1 and Parent Representative 1 Alternate**

**Title:** Parent Representative/Parent Representative 1 Alternate

**Reports to:** TAC Chair

### **Purpose of Position:**

To represent the parents of TEAM students, facilitating the work and objectives of the TEAM Advisory Committee.

### **Responsibilities:**

- Attend all TAC Meetings
  - Monthly
  - Executive Committee
  - General
- Be a liaison between TEAM parents and the TAC board
  - Present parent suggestions, questions, or concerns at board meetings.
  - Communicate with parents.
- Parent Representative 1 is responsible for organizing and facilitating the Spring Dessert Social. A job process outline is available for this event.
- Assist with other TAC activities as necessary and/or available.
- Maintain records for position.
- Turn-over maintained records at end of term.

### **Requirements/Skills:**

The parent representative position requires good communication skills. Ability and experience in organizing social events is also required.

### **Hours Required:**

The parent representative needs to be available for all meetings. Organizing the Spring Dessert Social requires substantial time.

### **Time Commitment to program:**

Approximately 35 hours per year.

Parent Representatives will be elected each year for a two-year term, serving the first year as Alternate the second as the Parent Representative

## **Parent Representative 2 and Parent Representative 2 Alternate**

**Title:** Parent Representative/Parent Representative 2 Alternate

**Reports to:** TAC Chair

### **Purpose of Position:**

To represent the parents of TEAM students, facilitating the work and objectives of the TEAM Advisory Committee.

### **Responsibilities:**

- Attend all TAC Meetings
  - Monthly
  - Executive Committee
  - General
- Be a liaison between TEAM parents and the TAC board
  - Present parent suggestions, questions, or concerns at board meetings.
  - Communicate with parents.
- Parent Representative 2 is responsible for organizing and facilitating the Fall Potluck. A job process outline is available for this event.
- Assist with other TAC activities as necessary and/or available.
- Maintain records for position.
- Turn-over maintained records at end of term.

### **Requirements/Skills:**

The parent representative position requires good communication skills. Ability and experience in organizing social events is also required.

### **Hours Required:**

The parent representative needs to be available for all meetings. Organizing the fall Potluck requires substantial time.

### **Time Commitment to program:**

Approximately 35 hours per year.

Parent Representatives will be elected each year for a two-year term, serving the first year as Alternate the second as the Parent Representative.

## **Fundraising Chair and Fundraising Co-Chair**

**Title:** TEAM Fundraising Chair / Fundraising Co-Chair

**Reports to:** TAC Chair

### **Purpose of Position:**

To coordinate the fundraising activities of TAC, enabling TAC to provide the financial resources to support the TEAM program.

### **Responsibilities:**

- Determine the fundraising goals, with TAC approval, in accordance with the TAC budget.
- Current fundraising events are generally limited to:
  - Spring Auction\*
  - Blu Berry Takeover
  - Art Walk
- Coordinate with the TEAM families to identify individual fundraiser organizers and workers.
- Oversee/supervise fundraiser planning, which needs to include:
  - Obtaining approval from TLC for in-school fundraisers
  - Reporting to TAC on fundraiser progress
  - Ensuring adequate planning/organization of events
- Coordinate with TAC treasurer for money collection and transfers.
- Maintain fundraising records.
- Turn-over fundraising records at end of term.

### **Requirements/Skills:**

The Fundraising Chair position requires significant experience in fundraising. Skills needed include communication, organization, and planning.

*\*a separate, detailed addendum is available for the planning of the Spring Auction that summarizes & details all of the positions, & their respective duties, that are needed for the complete planning & execution of the event.*

**Hours Required:**

The Fundraising Chair position requires a substantial time commitment. Attendance is needed at TAC meetings, fundraising committee meetings, and fundraising events. Planning and organizing require up to 60 hours per year, with most of those hours devoted to the Spring Auction.

**Time Commitment to program:**

Approximately 75 hours per year, depending on the participation of others.

~~Fundraising Chair is **appointed** for a 1-year term.~~

Fundraising Chair and Fundraising Co-Chair will be elected each year for a two-year term, serving the first year as Fundraising Co-Chair and the second as the fundraising Chair.

## **Mentorship Coordinator**

**Title:** TEAM Mentorship Coordinator

**Reports to:** TAC Chair

**Purpose of Position:**

To coordinate the assignment of new TEAM parents to veteran TEAM parents ensuring that all new families of TEAM are properly greeted, informed, and mentored to all aspects of the TEAM program.

**Responsibilities:**

- Attend all TAC Meetings
  - Monthly
  - Executive Committee
  - General
- Create Veteran Parent Contact List
- Organize Veteran Parents to volunteer their time to mentor new parents through:
  - Providing all TEAM related information.
  - Identify ways to volunteer.
  - Introduce Families at the Fall Potluck Social.
- Report to TAC any concerns.

- Coordinate with TEAM teachers to motivate their veteran parents to volunteer to mentor new parents.
- Coordinate with the TEAM teachers and Fundraising Chair to identify volunteer opportunities for new parents.
- Turn-over maintained records at end of term.

**Requirements/Skills:**

The Mentorship Coordinator position requires strong communication and organizational skills. Word processing and email skills are helpful.

**Hours Required:**

The Mentorship Coordinator needs to be available to provide reports at TAC meetings. Attendance at the Fall Potluck is essential. Most of the rest of the work can be accomplished from home, over the phone, or computer.

**Time Commitment to program:**

A minimum of 75 hours per year.

Mentorship Coordinator is **appointed** for a 1-year term.

## **Communication Coordinator**

**Title:** TEAM Communication Coordinator

**Reports to:** TAC Chair

**Purpose of Position:**

To communicate via e-mail with TEAM families and neighborhood school staff and PTA relevant TEAM information and alerts

**Responsibilities:**

- Attend all TAC Meetings
  - Monthly
  - Executive Committee
  - General
- Create Family Contact List
- Create and maintain e-mail lists by Grade, Program
- Provide timely oversight to all team TEAM communications – including grammar, readability and appropriate tone of communications.

- Maintain master copies of all e-mail correspondence sent to TEAM community.
- Turn-over maintained records at end of term.

**Requirements/Skills:**

The Communication Coordinator position requires strong written communication and organizational skills. Word processing and email skills are required.

**Hours Required:**

The Communication Coordinator needs to be available at all meetings. Time for maintaining records, providing timely responses can take time.

**Time Commitment to program:**

Approximately 60 hours per year.

Communication Coordinator is **appointed** for a 2-year term in even numbered years.

## **Event Volunteer Organization**

All parents are welcome to volunteer at any event, but the grade level is the main list of contacts that will be given to the lead to ask for volunteer help. The list is as follows:

- 1<sup>st</sup> grade – End of the year BBQ; TAC Co-Chair will be the lead.
- 2<sup>nd</sup> grade – Art Walk; Fundraising Chair will be the lead.
- 3<sup>rd</sup> grade – Chili Cook-off; TAC Chair will be the lead.
- 4<sup>th</sup> grade – 5<sup>th</sup> grade promotion; parent rep 1 will be the lead.
- 5<sup>th</sup> grade – Fall Potluck; parent rep 2 will be the lead.

<b>Event</b>	<b>Lead</b>	<b>Grade Level Responsible</b>
<b>Fall Potluck</b>	<b>Parent Rep 2</b>	<b>5<sup>th</sup> Grade</b>
<b>Art Walk</b>	<b>Fundraising Chair</b>	<b>2<sup>nd</sup> Grade</b>
<b>Chilli Cookoff</b>	<b>Outgoing TAC Chair</b>	<b>3<sup>rd</sup> Grade</b>
<b>5<sup>th</sup> Grade Promotion/ Dessert Social</b>	<b>Parent Rep 1</b>	<b>4<sup>th</sup> Grade</b>
<b>End of yr BBQ</b>	<b>TAC Co-Chair</b>	<b>1<sup>st</sup> Grade</b>
<b>Auction</b>	<b>Fundraising Chair</b>	<b>All TEAM grades</b>

## **Fall Potluck Outline**

Event Purpose: The Fall Potluck is a combination of 3 functions:

- Potluck Social Event
- Volunteer Sign-ups
- General Business Meeting

The Parent Rep #1 shall:

- Identify the event date & time
- Obtain TAC approval of date & time
- Obtain Staff approval
- Obtain TLC approval
- Obtain building use permit from the office manager
- Communicate with the Kitchen Staff, Music Teacher (sound system), and School Janitor regarding plans and needs
- Coordinate with volunteers to set-up and clean-up event
- Coordinate with the Communication Coordinator to ensure that TEAM families are adequately informed of the event through the use of flyers, emails, newsletters, and telephone calls.

The TAC Chair sets the agenda for the evening

## **Spring Dessert Social Outline**

Event Purpose: The Spring Dessert Social is a combination of 3 functions:

- Welcome of new TEAM families
- Acknowledgement and farewell to 5<sup>th</sup> graders
- Acknowledgement of Teachers

The Parent Rep #2 shall:

- Identify the event date & time
- Obtain TAC approval of date & time
- Obtain Staff approval
- Obtain TLC approval
- Obtain building use permit from the office manager
- Communicate with the Kitchen Staff, Music Teacher (sound system), and School Janitor regarding plans and needs
- Coordinate with volunteers to set-up and clean-up event
- Coordinate with the Communication Coordinator to ensure that TEAM families are adequately informed of the event through the use of flyers, emails, newsletters, and telephone calls.
- Coordinate with the Communication Coordinator to solicit desserts from TEAM families for the event
- Coordinate with volunteers to set-up and clean-up the event

The TAC Chair:

- Sets the agenda for the evening

## **TEAM Advisory Committee Standing Rules**

1. The name of this organization shall be TEAM Advisory Committee, or TAC.
2. The purpose of TAC shall be to:
  - Provide an organizational structure for volunteers and parents who support the TEAM program.
  - Coordinate family activities.
  - Enhance curriculum for TEAM students:
    - By assisting with preparation of Independent Activities.
    - Through fundraising.
    - By providing additional resources.
  - Facilitate non-curricular aspects of TEAM, such as conference week transportation scheduling and other transportation needs.
  - Reflect input and interests of parents and provide a strong communication link between staff and TEAM families.
  - Coordinate activities of standing and ad hoc committees.
3. There are no membership fees.
4. This organization was incorporated on August 8, 1996, file number 601 732 454. The annual renewal date is in September and is submitted to the Office of the Secretary of State. Employee number is: 91-1520163.

5. The titles of elected members shall be:

### **Voting Members**

- Chairperson
- Co-Chairperson
- Secretary
- Treasurer
- Parent Representative (1)
- Parent Representative (2)
- Parent Representative (1) (Alternate)
- Parent Representative (2) (Alternate)
- Teachers

### **Non-Voting Members**

- Communication Coordinator
- Mentorship Coordinator
- Fundraising Chair
- Fundraising Co-Chair

6. The election of Committee members will take place at the January General Meeting, with newly elected members taking office at the March TAC meeting.

7. The Executive Committee shall consist of the Chairperson, Co-Chairperson, Secretary, Treasurer, Parent Representatives (1) & (2), and Parent Representative (1) & (2) (Alternates). The quorum shall be at least 5. Guests are welcome by invitation to make presentations and have voice but not allowed to vote.

8. The TAC committee shall consist of the Chairperson, Co-Chairperson, Secretary, Treasurer, TEAM Staff and building principal, all with voice and voting privilege. The Mentorship Coordinator, Fundraising Chair, Communication Coordinator, Parent Representatives (1) & (2), and Parent Representative (1) & (2) (Alternates). Parent Representative (1) &(2) (Alternates) will have voice but will not be allowed to vote.

9. TAC meetings will be held the first Wednesday of each month from 5:30 to 6:30 pm at Silver Ridge Elementary. Executive Committee meeting will be scheduled as needed. General meetings will be held each fall (August or September) and each January.

10. Special Agenda items must be submitted to the Chairperson at least 7 days prior to a TAC meeting. If the Chairperson feels the item should be directed to another resource (TEAM Staff, etc.) he/she will discuss that with the submitting individual(s). If an individual has a concern/problem regarding TEAM that they cannot handle, they should call a TAC member to discuss their concern. If the issue cannot be resolved, the person can complete the TEAM Problem Solving Worksheet and submit it to the TAC Chairperson. The Chairperson shall handle all issues on a case-by-case basis with discretion.

11. A TAC Committee Position shall be declared vacant after the third (3<sup>rd</sup>) consecutive, unexcused absence or in the event of a resignation or family move. Open positions shall be filled at the next General meeting or appointed by the TAC Executive Committee if the position becomes vacant after the General meeting. If the Parent Representative position becomes vacant, Parent Representative (Alternate) shall move into the vacant seat.

12. The order of business shall be:

- (a) Call to order
- (b) Reading of the Minutes
- (c) Approval of Financial Report

- (d) Old Business
- (e) Principal/Staff report
- (f) TAC committee reports
- (g) New Business

13. All checks shall be signed by two (2) officers and/or one (1) officer and one (1) staff member.

14. A budget shall be prepared and submitted to TEAM families at the Fall General Meeting for approval. The budget will be for the July 1 to June 30 timeframe. A monthly treasurer's report shall be submitted in writing and will include:

- (a) Income
- (b) Itemized expenditures
- (c) Current balance

15. The TAC committee shall have power to reallocate budget funds up to \$300 without calling for approval at a General Meeting.

- (a) No TEAM monies are to be used to support after school clubs or activities..

16. Standing Rules will be submitted for approval at the January General Meeting. The quorum shall be based on 20% of families with students enrolled in TEAM. The Standing Rules may be amended at a General Meeting by a two-thirds vote, or if previous notice was given, by a majority vote.

17. Treasurer's books shall be audited in January by an Audit Committee which shall consist of three (3) members, appointed by the Executive Committee. The Treasurer may not be a member of this committee.

## TAC Organization Chart

\* Denotes voting member

