

APPENDIX A

Standing Committees

Business Development/GATE Campaign Committee (First Vice President Chairs)

This committee meets with faculty and staff to identify the broad and long term needs of CVHS. Each year a project is chosen by the committee, with the approval of the Executive Board, to be the focus of the PTO's Annual GATE (Gifted and Talented Education) Campaign to help support the educational programs at CVHS. Along with the annual letter to CVHS parents, the committee focuses on long term investments, grant writing, mentor programs, corporate gift matching programs and business partnerships. This committee also compiles teachers' wish list, assesses priority of needs for materials, and makes recommendations for procurement to the Executive Board. The First Vice President (Fundraising and Development) automatically chairs this committee.

College Information Programs Committee (Liaison: Third Vice President)

This committee works with the college counselors and school administration to organize, publicize and host events throughout the school year that provide information to students about college financial aid, college preparatory testing, college applications and recruitment visits.

Communications Committee (Second Vice President Chairs)

This committee informs the membership of upcoming events, school information and PTO meetings through various means including Email and the PTO website. A committee member serves as Internal Communications Chair for the purpose of maintaining the Email network system and transmitting group membership Emails. A committee member serves as Webmaster for the purpose of establishing and maintaining the PTO website. The Second Vice President (Membership and Communications) automatically chairs this committee.

Facilities Development Committee (Liaison: First Vice President)

This committee organizes school landscaping workdays and suggests general exterior campus improvements. It works with the faculty and administration to implement suggestions and identify other needed physical resources for classrooms and campus grounds.

Faculty/Staff Appreciation Committee (Liaison: Third Vice President)

This committee plans, recruits volunteers for and coordinates three faculty/staff appreciation events during the school year: one at the beginning of the school year, one at the beginning of winter break and one at the end of the school year.

Fundraising Sales Committee (Liaison: First Vice President)

This committee coordinates ongoing fundraising sales activities, including food sales on campus and incentive programs with area merchants, and presents a fundraising plan as part of the annual PTO budget.

Membership/Directory Committee (Liaison: Second Vice President)

This committee prepares new member information packets, collects registration forms, keeps a record of registered members, and serves as an information source for recruiting volunteers for committees and events. This committee is also responsible for soliciting paid advertisements for, compiling, producing, distributing and selling the annual student directory.

Publicity Committee (Liaison: Second Vice President)

This committee helps the school's staff keep HISD, the Houston Chronicle and various neighborhood publications aware of student and faculty achievements and activities. *(amended by Board vote 6/16/07)*

Recruiting and Welcome Events Committee (Liaison: Third Vice President)

This committee works with the school administration to provide refreshments, tour guides and other assistance during Magnet Awareness Week in the fall and helps to coordinate the Magnet Open House held at the end of that week on campus. This committee also works with parent volunteers to organize informational coffees or teas in their homes during the acceptance/decision week(s) in April of each year to which accepted incoming freshman students are invited. The committee organizes, recruits volunteers for and hosts the Ice Cream Social held in late June to which incoming freshmen are invited to meet current student and faculty and obtain summer information. This committee also works with administration to assist as requested with Fish Camp, the off-campus weekend orientation held for incoming freshmen students in August of each year.

Scholarship Committee (Liaison: First Vice President)

Each year the PTO awards one or more scholarship (s) to graduating senior(s) who have attended CVHS for a minimum of two years and whose parent, legal guardian or caretaker is a member in good standing of the PTO. This committee distributes scholarship applications to qualified candidates, reviews submitted applications, interviews the candidate and selects the recipient(s), who are announced at the Spring Celebration Banquet.

School Spirit Sales Committee (Liaison: Second Vice President)

This committee selects and orders school spirit items such as T-shirts, sweatshirts, bumper stickers and other novelties to be sold at specific times for the primary purpose of promoting school spirit and providing school publicity (as opposed to fundraising). The committee plans sales and coordinates publicity with the administration and the Communications Committee. The committee sells items at the summer Ice Cream Social to incoming freshmen.

Social and Auction Committee Liaison: Third Vice President)

This committee organizes this adult function open to families, friends, faculty and alumni of CVHS, which is usually held early in the spring semester. The committee solicits the item donations for the live and silent auctions, plans the location and date of the event, produces and mails invitations, publicizes the event, sells tickets, arranges for the food and auction item displays, produces the auction catalog and conducts the auction at the event. This event is the major fundraising event for the PTO.

Spring Celebration Banquet Committee (Liaison: Third Vice President)

This committee organizes the end of year awards banquet which is usually held in late April or early May. The banquet is open to all students and their families. The committee sets the location and date of the event, produces and mails invitations, sells tickets, plans the program in conjunction with the faculty and arranges for the food and decorations.

Class Representatives

One or more parent representatives from each class of students attending CVHS are recommended by the Nominating Committee or any member of the Executive Board and appointed by the President to serve for a one-year term to coincide with the PTO membership year. Representatives may be appointed for successive one-year terms if they wish to follow the class they are serving. Each representative works with students in the given class as well as faculty members and staff to plan for and carry out special class events, fundraising projects, celebrations and outings as approved by the students and administration. If more than one parent representative serves a given class, the representatives choose one among them to communicate with the Third Vice President as the Executive Board liaison.

(amended by Board vote 6/16/07)

Shared Decision Making Committee (SDMC)

The Shared Decision Making Committee (SDMC) is the formal committee which discusses major issues related to the school. It is chaired by the CVHS school principal and made up of faculty and staff representatives as well as parent, business and community representatives. Two parent representatives are recommended by the Nominating Committee and appointed by the principal to serve a one-year term. The President serves as the Executive Board liaison with these parent representatives.

Special Committees

None