

# 2014-2015 PTA Board Openings

## Executive Board:

### President

- Coordinate the work of officers and committees
- Confirm that quorum is present before conducting any business at any meeting
- Authorized to sign all contracts approved by executive board
- Be listed as principal officer and be authorized to sign tax documents
- Appoint chairs of special committees, subject to approval of the executive board
- Be authorized to sign on bank accounts as one of two required signatures on all checks
- Appoint an executive board member, subject to the approval of the executive board, who is not authorized to sign on the bank account to open, review, initial and date each bank statement
- Send names and addresses of the board officers and chairs to NEISD Council of PTAs by May 1<sup>st</sup> each year
- Confirms that all board officers and chairs have attended FLO training by October 15<sup>th</sup>

### 1<sup>st</sup> Vice President

- In charge of Family Dinner Night
- In charge of Grandparent's Day
- Provide Inspirational Thought at board and general meetings
- Request a group to present Presentation of Colors (Pledge of Allegiance) at every general meeting.

### 2<sup>nd</sup> Vice President (Fundraising)

- Fun Run
- Bobcat Bucks
- School Supplies
- Another fundraiser of choice approved by board and general membership

### 3<sup>rd</sup> Vice President (Ways & Means)

- Spirit Nights (coordinate with local restaurants; twice a year)
- Papa John's Delivery Night (coordinate teachers and parent drivers)
- PTA General Meetings (sell pizza, popcorn, & drinks)
- Movie Nights (sell pizza, popcorn, drinks; twice a year)

### Secretary

- Take notes from all executive and general meetings approved by three board members with copies given to President and Treasurer and a copy posted on PTA bulletin board by office
- Keep Plan of Work sheets and notifies Treasurer of who is missing
- Keeps attendance at Executive meetings for quorum
- Verifies that new board officers and chairs have attended FLO training by October 15th

### Treasurer

- Monthly PTA budget activity on PTA bulletin board by office
- Keep records of all dollar activity coming in or going out
- Work on Gift to School amount

### Parliamentarian

- Keep order at board meetings and making sure all rules are followed in regards to motions and procedures
- Update the PTA Bylaws if needed

**Historian (2)**

- Take pictures of all school activities both on and off campus
- Print pictures and display them in the rotunda
- End of year video

**Board Positions:****ADEPT (Red Ribbon Week)**

- Coordinate with volunteers for week long schedule of events
- Announcing daily winners through morning announcements
- Coordinate with front office on possible speaker/entertainment
- \*\*OPTIONAL – Art contest for district PTA

**Council Delegate**

- Attend NEISD PTA Council meetings (almost monthly)
- Report back at following board meetings what was discussed

**Courtesy**

- Write thank you cards to businesses that have worked with PTA
- Write cards of condolence for family members of staff or PTA
- Secure donations through the Treasurer for Scholastic Fund

**Fifth Grade Party (2)**

- Find a venue for Fifth Grade party and activities
- Create committees to help with food, decorations, chaperoning, Gift to School, etc.

**Founder's Day/Life Membership**

- Get nominations/names of Texas/National PTA award recipients
- Work with Treasurer to get reservations paid
- Distribute invitations and deliver nametags and poster to award site

**Grounds**

- Upkeep of gardens in back of school
- Upkeep of pots and garden in front of school
- Additional help as requested by Principal

**HEALS(Clinic)**

- Secure volunteers for Dental screening, Scoliosis screening and height & weight checks

**Labels for Education (Box Tops)**

- Collect Boxtops as needed
- Keep monthly total running for classes on board in cafeteria
- Announce monthly winners through morning announcements
- Coordinate end of year party for winning class/es

**Library (1)**

- Assist with Book Fair
- Secure volunteers for library help
- Assist with author visits
- Assist with Battle of the Books and Fairy Tale Bowl

**Lunchroom**

- Secure volunteers to work shifts during lunch hours
- Attend meetings at Food Services in regards to evaluations and food served

**Membership**

- Coordinate PTA membership breakfast for staff Friday before first day of school
- Maintain membership database from Welcome Packet forms
- Submit database to Texas PTA along with dues and membership awards

**Safety/Bike Rodeo (1)**

- Coordinate with Principal's secretary, volunteers and PE teachers
- Place order for ribbons for winners and tags for all participants
- Set up drop-off times night prior

**Sister School (2)**

- Work closely with Family Specialist at Dellview Elementary
- Secure volunteers for mentoring program
- Hold drives for food, clothes & jackets and gift cards (for optical glasses)

**Volunteers**

- Make nametag badges for PTA board members (August)
- Gather volunteer sign-up sheets and enter into database to be distributed to all PTA chairs
- Maintain/update database throughout school year
- Schedule Volunteer Orientation through Principal's secretary (September)
- Be present for Fall, Spring, Class & Club pictures and gather volunteers
- Maintain log sheets in front office for school volunteers and submit to District
- Work with teacher in charge of Volunteer Appreciation Luncheon for top volunteers (April)

**Welcoming**

- Coordinate BooHoo Breakfast for first day of school
- Coordinate Kinder Round-Up date and schedule with Registrar and Principal
- Secure volunteers for Kinder Round-Up

**Young Masters**

- Coordinate with art teacher about artwork
- Deliver and pickup boards at District location