

WCJH PTA NOMINATION FORM
DEADLINE: Friday, February 9, 2018

Note: The Nominating Committee is only responsible for filling the officer positions listed. A nomination does not guarantee the position as an officer. Each candidate will be carefully considered for the office he/she is being nominated for. All suggestions are confidential.

Please circle. You may circle more than one (list your choices in order of preference).

President

4TH VP – Programs

1ST VP – Membership

Secretary

2ND VP – Fundraising

Treasurer

3RD VP – VIPS (Volunteers)

Elementary school your child attended: _____

Nominee's Name: _____

Nominee's Best Contact Number: _____

Nominee's E-mail: _____

Children attending WCJH in 2018-2019: _____

Officer Descriptions and Duties

Each term is for one year; however, a person may serve two consecutive terms in the same position. A procedural notebook is provided for every board position. Executive Board meetings are once a month with other duties performed as needed. All officers shall complete the Texas PTA Leadership Orientation.

President - Presides over all PTA meetings. Coordinates work of officers and committee. Is a member of all committees except the Nominating and Audit Committees. Authorized to sign on bank accounts. Attends monthly local, council, VIPS, and presidents' meetings. Should attend Summer Leadership seminar, Area 10 conferences, and Texas PTA Convention.

1st Vice President, Programs – Responsible for PTA sponsored programs. Creates and implements PTA school sponsored programs that are in-line with grad-level curriculum. Aide to the president. Presides over meetings in the president's absence. Performs other duties as assigned by the president or the association. May be called upon to preside as the president if position is vacated for any reason, until the local unit board can elect a replacement. Authorized to sign on bank accounts.

2nd Vice President, Membership – Responsible for PTA membership drive. Monitors and maintains the list of PTA members. Initiates strategies to increase memberships. Authorized to sign on bank accounts. Presides over meetings in the president's absence (in designated order). Performs other duties as assigned by the president or the association.

3rd Vice President, Fundraising – Responsible for PTA fundraising. Is in charge of looking for opportunities to raise funds for PTA (annual fundraisers, carnival, donations, concession sales, etc.). Actively seeks sponsors and donors. Presides over meetings in the president's absence (in designated order). Performs other duties assigned by the president or the association.

4th Vice President, VIPS – Responsible for volunteer coordination. Maintains a record of all volunteers' contact information. Promotes volunteerism at school. Tracks volunteer hours to submit to the district. Presides over meetings in the president's absence (in designated order). Performs other duties assigned by the president or the association.

Treasurer – Responsible for all funds of the association and maintaining and keeping accurate books and records. Chairs the Budget Committee. Authorized to sign on bank accounts. Presents financial reports, both written and verbal, at all meetings. Counts incoming money and makes deposits to bank account. Performs other duties assigned by the president or the association.

Secretary – Responsible for recording minutes of the association and keeping accurate records of all official work of the association. Chairs Bylaws committee. Performs other duties assigned by the president or the association (including, at WCJH, preparing the weekly e-news letter).

Other Appointed Positions and Standing PTA Committees

Please Circle any committees you are interested in serving on or chairing

(Due: February 9, 2018)

Name: _____

Best Contact #: _____

E-mail: _____

Parliamentarian

Reflections Contest

Council PTA Delegate

Library

Spirit Night

Concessions

Spirit Wear

PTA Newsletter/ PR

Fun Food Friday Coordinator

VIPS Assistant

Hospitality

Website

Historian

Workroom Coordinator

Membership Assistant

8th Grade Dance

Please submit this form to the WCJH Front Office, or send it to Meredith Bollich at mroweb@gmail.com.

NOTE: The Nominating Committee is only responsible for filling the slate of candidates for the PTA Executive positions (President, Vice President, Treasurer, and Secretary). However, the committee will gather and submit interest in other positions for consideration.

WCJH PTA POSITIONS AND COMMITTEE DESCRIPTIONS

PTA PRESIDENT (Executive Board)

- Presides over all PTA meetings. Coordinates the work of officers and committees.

TREASURER (Executive Board)

- Keeps precise financial records of PTA affairs. Handles financial requests regarding payments, disbursements, deposits, etc.

1ST VP – PROGRAMS (Executive Board)

- Responsible for creating and implementing PTA/school sponsored programs that are in-line with grade level curriculum.

Comm. Members: Assist the VP of Programs as needed

2ND VP – MEMBERSHIP (Executive Board)

- In charge of monitoring PTA membership & initiating strategies to increase membership

Comm. Members: Assist the VP as needed; be present during parent events to provide information (perks, importance of PTA, how funds are used, etc.); help with membership initiatives

3RD VP – FUNDRAISING (Executive Board)

- In charge of looking for opportunities to raise funds for PTA; actively seeks sponsors and donors

Comm. Members: Assist VP where needed (call potential donors, design fliers, help to set-up/run/take down events, etc.)

4TH VP – VIPS (VOLUNTEERS) (Executive Board)

- Responsible for volunteer coordination

Comm. Members: Help coordinate activities; be present at major events to provide information & volunteer as needed

SECRETARY (Executive Board)

- Maintains an on-going file with bylaws, ethics agreements, Plans of Work for each PTA position, and up-to-date membership lists. Takes meeting minutes for all PTA meetings. Crafts weekly PTA E-News.

PARLIAMENTARIAN (Executive Board)

- Advises the presiding officers, other officers, and PTA members on matters of parliamentary procedure. Read and study the bylaws and standing rules of our PTA and Roberts Rules of Order.

8TH GRADE CELEBRATION

- Plan and coordinate the year's 8th grade celebration/dance within the PTA and school guidelines; Decide theme, plan the budget, book the needed vendors, coordinate volunteers, etc.

Comm. Members: Assist with purchases, vendor research, setting up, chaperoning, and taking down the event

FUN FOOD FRIDAY

- Manage the four events where PTA sells "outside" food to students. Find and schedule food vendors (Chick-Fil-A, Pizza, etc.); purchase food items (candy, soda, popcorn, etc.); organize volunteers for the event days

Comm. Members: Assist with purchasing, setting up, selling, and taking down for each event

HISTORIAN

- Maintains a record of the activities and achievements of the PTA

HOSPITALITY

- Organize and execute appreciation events for teachers and staff. Coordinate with principal for dates and activities. (Back-to-School luncheon, Thanksgiving pies, Christmas/Valentine's treats, etc.)

Comm. Members: Assist with purchases, assembly, set up, take down, delivery, etc.

LIBRARY

- Coordinate with the librarian about her volunteer needs (reshelving, book fair, special events, etc.) and schedule volunteers

Comm. Members: Sign up to help the librarian as determined by the chair

REFLECTIONS

- Manages Reflections contest for our school (The PTA's national/state arts competition); Advertises to solicit entries, coordinates judging

SOCIAL MEDIA/PUBLICITY

- In charge of all public relations and marketing pertaining to PTA and its communications. Includes, but is not limited to, managing PTA Facebook pages, assisting with PTA website, and working with additional communication resources, as well as local media, ensuring that all necessary information is published in the appropriate venues.

SPIRIT NIGHT

- Works with area restaurants & businesses to coordinate events where PTA receives a percentage of proceeds

SPIRIT WEAR

- Coordinate the yearly supply of Spirit Wear (shirts, hoodies, hats, cups, etc.); Come up with designs, research vendors, place orders, coordinate and attend sales events, keep inventory up-to-date

Comm. Members: Assist during sales events with set-up, sales, and take-down

WEBMASTER

- Update and maintain WCJH PTA website, roster, and calendars. Maintain GoDaddy account and emails for PTA members.

WORKROOM COORDINATOR

- Maintain the workroom volunteer schedule and all activities regarding teachers' requests for help in the workroom

Comm. Members: Signup for scheduled days to work in the workroom or on special teacher requests