

Annette Perry Elementary PTA

Nominations & Elections for 2018-2019



Help us help Annette Perry Elementary

YOUR PTA IN ACTION 2017-2018

Programs Supported

- Teacher Appreciation
- Box Tops for Education
- Stars Tests
- DARE & Red Ribbon

Events Sponsored

- Tears & Tacos
- iMom's
- All-Pro Dad's
- Movies
- Winter Parties
- Spring Fling
- Class Programs
- Field Trips
- Track & Field Days
- End of Year Parties

Services & Supplies

- Student Yearbook
- School Supply Packs
- Volunteers Recruited
- School Fundraising Efforts

- ✓ I want Annette Perry Elementary to be one of the best schools in Mansfield.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTA fundraising moneys are spent.
- ✓ I want all the students at Annette Perry be successful.

If the above statements are true, then "help us help the school". Parent involvement is critical for a successful school, so volunteer as a PTA officer or a committee chair for 2018-2019. There are jobs that take no more than a couple hours a month, some are that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and **PARENTS** help make Annette Perry Elementary a great school! Join us – it's rewarding, it's important, it's even fun!

Nominate yourself or someone else. All positions can be shared. (See back of form for position descriptions.) If you have any questions, please contact Maegan at maegrob13@gmail.com.

Elections will be held at the PTA General Meeting on Friday, April 20th from 6:00 to 6:30 in the school cafeteria. All candidates for officer positions must be registered with the Nominations Committee by April 12th. Please return this form to your child's teacher or to the school office.

Elected Officers

(Elected at General Meeting)

	Nominee Name	Contact Info
President	_____	_____
1 st VP (Membership)	_____	_____
2 nd VP (Fundraising)	_____	_____
3 rd VP (Programs)	_____	_____
4 th VP (Volunteers)	_____	_____
Treasurer	_____	_____
Parliamentarian	_____	_____
Communications	_____	_____

Committees Chairs

(Approved by PTA Board and Presented at General Meeting)

	Nominee Name	Contact Info
Community Relations	_____	_____
Year Book	_____	_____
Hospitality	_____	_____
Spring Fling	_____	_____
Teacher Appreciation	_____	_____
Parents Night Out	_____	_____
End of Year Parties	_____	_____
Winter Parties	_____	_____

Officer and Committee Chair Descriptions

The PTA Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one evening per month to conduct PTA business. Anyone may attend. General meetings for the entire membership are scheduled twice per year: one in August to approve the budget, one in May to elect officers.

Elected Officers

President – Serve as leader and key contact for the PTA; preside at all PTA meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTA's objectives can be met. (Effort: year-round, on-going 3-5 hrs per week min commitment)

Vice President Fundraising - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board and heads up fundraising programs; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

Vice President Membership - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board and heads up membership programs; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

Vice President Volunteer – Coordinate volunteers for PTA events and school activities. Collect list of general volunteers at beginning of year and for special events. Assure that volunteer data is recorded and available to both the Board and teachers. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs. On-going dialog with Grade Parents as to class and grade activities. (Effort: on-going, year round; time peaks with a few big events. Average: 3 hours per month; could range from 0 to 8 hours per month during major events.)

Communications Officer - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board and heads up membership programs; communicate the general activities of any function created by the Executive Board on Facebook, via email, and flyers. (Effort: year-round, time varies)

Secretary - Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents on school computer; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTA. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTA events where money will be collected; assure that PTA policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

Parliamentarian – Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert's Rules of Order; bring current copy of Constitution and By-Laws to all meetings. (Effort: 2 hours per month).

Chairs and Other Positions (Remember, these are COMMITTEES – there should be volunteers to help.)

Community Relations - Coordinate community partnership activities, works closely with Publicity and Spring Fling Committees. Effort varies.

Fundraising - Manage the coordination of the PTA's fund-raising activities. The PTA holds one big catalog sale in the fall and assists the school with its spring fundraiser. Other small programs include Box Tops for Education and "spirit nights" where a restaurant or recreation center hosts a "XYZ Night." Only 2 or 3 per year, Family Nights require minimal effort – a few phone calls to arrange and sending home a flyer (usually supplied by host). Effort: Chocolate sales (2-3 hours per day for 3 weeks), Spirit Nights (1-2 hrs each).

Hospitality – Coordinate any hospitality activities, including welcome program and documentation for new families and kindergarten families.

Membership - Organize the annual PTA membership drive and the on-going process to encourage membership. Maintain membership records. Effort is primarily in August, September. 3-5 hours per month. Minimal role after September.

Yearbook - Organize the annual PTA yearbook. Coordinate with students, parents, and teachers to capture the spirit of Annette Perry in the yearbook. 40 – 80 hours throughout year. Drag and drop tool is fairly simple, just takes time.

Historian - Captures pictures of students throughout the year for the PTA scrapbook at PTA functions, and aids the yearbook chair in supplying pictures.

Community Relations - Disseminate positive information to the community about the school, its students, and the PTA. Promote related activities and programs in order to heighten community awareness. Many tasks (like notices to newspaper) can be accomplished via email. (Effort: year-round, but minimal, 1-2 hours per month.)

Spring Fling – Coordinate the PTA's annual spring family event. Typically includes bingo, silent auction, concession sales, and activities (either a sock hop or a carnival). Usually held in March or April. Significant planning begins by December. Involves a large committee with project leaders for various areas. Effort is substantial, especially the 6 weeks prior to the event. Time spent depends on how work is divided and how roles assigned.

Teacher Appreciation – Organize monthly teacher appreciation activities and to coordinate daily recognition for Teach Appreciation Week in May. Generally, each month is rotated so that a specific grade hosts the activity (lunch, dessert, treat, small gift, etc.) Works closely with Hospitality and Grade Parents. (Effort: 2-4 hours per month, more in May depending on what activities planned.)

Winter Parties– Organize party for students held in early or mid December. This is one of the most popular PTA events and generally has a long list of eager volunteers. Time varies depending on how roles assigned.

End of Year Parties– Organize party for students held at end of year in May. This is one of the most popular PTA events and generally has a long list of eager volunteers. Time varies depending on how roles assigned.