

TUSCANY HEIGHTS PTA

INTEREST SURVEY

OFFICER POSITIONS FOR

2017-2018 SCHOOL YEAR

*It’s time to begin the process of filling the Tuscany Heights PTA Officer positions for the 2017-2018 school year and we need YOU!*

If you are interested in serving in one of the following Executive Board positions, please complete the form below and email it to **Rachel Crites** at [rfcrites@gmail.com](mailto:rfcrites@gmail.com) or return it to the front office in a sealed envelope labeled “PTA OFFICER NOMINATION” by **March 20, 2017.** Descriptions of each position are detailed following the survey. If you have prior volunteer experience that you feel is pertinent to the office you are seeking, please feel free to include it with your form. The Committee Chair will contact each person selected and ask for their acceptance before names are officially submitted. *IF YOU WOULD LIKE TO SERVE AS AN OFFICER ON THE BOARD BUT ARE NOT SURE WHICH POSITION YOU SHOULD CHOOSE, PLEASE FILL OUT THE FORM WITH THAT INFORMATION NOTED.*

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ President \_\_\_\_ 3rd VP Programs \_\_\_\_ Secretary

\_\_\_\_ 1st VP Aide \_\_\_\_ 4th VP Volunteers \_\_\_\_ Treasurer

\_\_\_\_ 2nd VP Ways and Means (Fundraising)

\_\_\_\_ 5th VP Communications

The President will APPOINT the Parliamentarian after the election in April. Please indicate if you are interested in this appointment.

\_\_\_\_ Parliamentarian

Each position is briefly described.

Questions? Contact **Rachel Crites** at rfcrites@gmail.com

President – Presides at regular and executive board meetings. Acts as a representative for the Tuscany Heights PTA at the council, district, state and national level. Coordinates work of board members and many “unassigned” duties.

1st Vice President – Aide – Assists the President, Officers and committee chairmen. Oversees: 9-weeks awards assemblies, spirit stick purchases, Council Delegate, Life Member/Founders Day, Lighthouse, Spirit, Staff Appreciation, and Welcome Back.

2nd Vice President – Ways & Means – Organizes all fundraisers, serves on disbursement and budget committee. Researches and supports fundraisers that directly benefit the school. Coordinates school supply pack fundraiser to benefit the school. Oversees: Used Book Sale, Box Tops for Education, Eat for a Cause, and RFTH or other major fundraiser program.

3rd Vice President – Programs - Arranges all program speakers and/or activities for general meetings; specifically scout troops for the Pledge of Allegiance. Coordinates our PTA writing contests. Oversees: ADEPT, Arts in Education, Environmental, Hospitality, T.H.E. PTA Presents, Veterans Day, and Watch D.O.G.S.

4th Vice President – Volunteers – Processes volunteer applications, maintains lists and organizes volunteers for school activities and workrooms. Submits parent volunteer hours to district offices. Oversees: Field Day, 5th Grade Activities, HEALS, Library, Lost and Found, Lunchroom, Room Reps, Partners in PTA, Special Education, Bike Rodeo, , and Work Room

5th Vice President - Communications - Responsible for all communication sources for the PTA including: newsletter, website, and Welcome Home submissions. Oversees: Bulletin Board/Display Case, Healthy Lifestyles, Legislative Action, Marquee, and Website.

Secretary – Records the minutes of the regular and executive board meetings. Creates or delegates nametags for Executive Board, nameplates for teachers and classrooms. Maintains a filing system for PTA communication boxes. Oversees: Community Service, Directory, and Sunshine.

Treasurer – Keeps an accurate and complete account of money received and spent, writes checks, balances the checkbook, prepares monthly financial statements and prepares tax forms. Oversees: Membership.

Parliamentarian – Knows parliamentary procedure, familiar with our bylaws and the Robert’s Rules of Order, advises President on questions of parliamentary law, is present at all Executive and General meetings. Coordinates the formation of a nominating committee.