

TUSCANY HEIGHTS PTA
INTEREST SURVEY
OFFICER POSITIONS FOR
2013-2014 SCHOOL YEAR

It's time to begin the process of filling the Tuscan Heights PTA Officer positions for the 2013-2014 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 Cameron Weirbach at camweirbach@gmail.com or return it to the front office in a sealed envelope labeled "PTA OFFICER NOMINATION" by Friday, March 8th. 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 ON THE BOARD BUT ARE NOT SURE WHICH POSITION YOU SHOULD CHOOSE, PLEASE FILL OUT THE FORM WITH THAT INFORMATION NOTED. We are particularly in need of a Treasurer, Vice President of Programs and a Secretary.*

Name _____ Phone # _____ Cell # _____

_____ 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 and Historian after the election in April. Please indicate if you are interested in either appointment.

_____ Parliamentarian _____ Historian

Each position is briefly described below.

Questions? Contact Cameron at camweirbach@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 making of the Back-to-School Welcome packets at the beginning of the school year, awards assemblies, and spirit stick orders.

2nd Vice President – Ways & Means – Organizes all fundraisers, serves on disbursement and budget committee. Researches and supports school supply pack fundraiser to benefit the school.

3rd Vice President – Programs - Arranges all program speakers and/or activities for general meetings; specifically scout troops for the Pledge of Allegiance.

4th Vice President – Volunteers – Processes volunteer applications, maintains lists and organizes volunteers for school activities and workrooms. Submits parent volunteer hours to district offices.

5th Vice President - Communications - Responsible for all communication sources for the PTA.

Secretary – Records the minutes of the regular and executive board meetings.

Treasurer – Keeps an accurate and complete account of money received and spent, writes checks, balances the checkbook, prepares monthly financial states and fills out tax forms.

(Continued)

Parliamentarian – Knows parliamentary procedure, familiar with our bylaws and the Robert’s Rules of Order, advises President on questions of parliamentary law.

Historian – Collects and preserves all articles, awards and mementos into a book. Takes photos at school/PTA events.

