

TUSCANY HEIGHTS PTA

INTEREST SURVEY

OFFICER POSITIONS FOR

2015-2016 SCHOOL YEAR

*It’s time to begin the process of filling the Tuscany Heights PTA Officer positions for the 2015-2016 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 Jennifer Portillos at porjenn@gmail.com or return it to the front office in a sealed envelope labeled “PTA OFFICER NOMINATION” by March 20, 2015. 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.*

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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 after the election in April. Please indicate if you are interested in this appointment.

Each position is briefly described.

Questions? Contact Jennifer Portillos.

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. Coordinates our PTA writing contests.

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 statements and fills out tax forms.

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