



2019-2020 PTA Executive Board

Call for Nominations

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Elected Positions

***President-** Chairs meetings, manages PTA Board in execution of PTA Goals & Objectives, acts as liaison representing PTA.

VP1: Membership & Volunteering - Recruits membership with membership drives and awards, collects and organizes member info, recruits volunteers for PTA functions. This position requires time on campus.

VP2: Fundraising/Events—Chooses and executes fundraising events to fund PTA Goals & Objectives.

VP3: Staff Engagement—Promotes PTA activities, communicates and encourages participation from school staff.

VP4: Hospitality/Give-Back Events—Oversees PTA sponsored parties, giveaways & awards including teacher appreciation, holiday/birthday celebrations, celebrations of parents, Spirit Nights, etc.

***Recording Secretary**—records, maintains and publishes to Board members all minutes of meetings, task lists and calendars.

Corresponding Secretary—handles bilingual communication to the membership via webpage, flyers, electronic mail, social media. (May need a committee member for translations).

***Treasurer**—Reports on all financial activities of the PTA. Keeps proper documentation of records. Provides a monthly report to Board for audit. Oversees receivables, budget, insurance and compliance.

Appointed Positions

Small Events Chair — Works closely with VP2 & VP4 to deliver smaller and ongoing campus events. This position requires the ability to be at school during school days.

Member at Large—Provides historical knowledge & guidance to the Board. This position must be someone with previous PTA Board experience.

* President, Recording Secretary & Treasurer positions must all be filled in order to continue with PTA.

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Name (please print): _____

I am interested in the following position: _____

Phone: _____ Email: _____

Child's Name(s): _____

Teacher(s): _____

I am interested in supporting the following position on a planning & implementation team: _____

Nomination forms due Tuesday, 4/23/19. For more information call Wendy at 407-716-4061 or email info@tildenvillepta.com.

Please provide background information: What experience do you have in PTA or other positions that will help you fulfill the duties of the post?

Do you have connections with other parents who would be willing to join your team, or are you willing to reach out to make new connections?

What availability would you have to be at school or work from home? Can you commit to certain days or hours in the week? Most positions require a minimum of 10 hours weekly, often more.