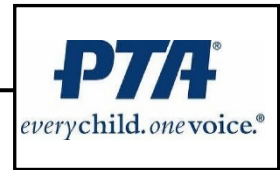


# PTA LEADERSHIP NOMINATION FORM



Chandler PTA is seeking nominations for Executive Officer positions for the 2019-2020 school year. We welcome ALL nominations and will strive to create a diverse and balanced roster of applicants. Our goal is to see that every parent has a voice on our PTA and is given the chance to become actively involved in enriching the educational opportunities at our school. The responsibilities of the officers are detailed on the back of this form.

*\*IF YOU ARE A CURRENT BOARD MEMBER:* Please complete this form EVEN IF YOU ARE NOT INTERESTED in serving next year. It will really help our nominating committee!!

*\*IF YOU ARE NOT A CURRENT BOARD MEMBER:* Please complete this form if you are interested in serving or if you would like to nominate or recommend someone else for a position!

Please return before winter break to the PTA Mailbox. The election will be held at our March 12th PTA meeting at 8:15 a.m.! For elected position marked with an (E), you must attend the meeting to be elected! The Nominating Committee is NOT bound to use your suggestions, but may find them very helpful in deliberations.

**Thank you for supporting our PTA!**

*S* -----

Name \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Children - Name and Grade: \_\_\_\_\_

Daytime Availability: \_\_\_\_\_

**STEP 1.** Please see the back of this form. Please write your name in any positions you are interested in holding. If you are flexible about officer positions, you may rank the positions you are willing to fill by placing a #1, #2, and #3 by the position title. Please write in the name of anyone else you think would be a good fit for any other position. You do not need to complete for every position, only where you have a recommendation or suggestion. The nominating committee will take these names under consideration during their deliberations.

**STEP 2.** If you are applying for yourself, describe your qualifications for office and fitness to serve. List any other organizational/professional experience (i.e., youth activities, other committee experience, church work, etc.) or special training (teacher training, music, financial, etc.). Please attach any other information (limit to one page) that may be helpful in assisting the Nominating Committee. Previous volunteer experience is helpful but not a prerequisite.

\_\_\_\_\_  
\_\_\_\_\_

Office/Chairmanship Held in Unit	Indicate Elementary/Secondary	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

Why you are interested in serving: \_\_\_\_\_

For the following position(s): Mark which positions you would be interested in and/or recommendations for

who should fill a position. Please note that all positions are for a 1 year term. For elected position marked with an (E), you must attend the meeting to be elected!

If you are flexible about officer positions, you may rank the positions you are willing to fill by placing a #1, #2, and #3 by the position title. All officers must be PTA Members!

Please write in the name of anyone else you think would be a good fit for any other position. You do not need to complete for every position, only where you have a recommendation or suggestion. The Nominating Committee is NOT bound to use your suggestions, but may find them very helpful in deliberations.

**EXECUTIVE BOARD:**

- \_\_\_\_\_ **President (E)**
- \_\_\_\_\_ **VP Fundraising (E)**
- \_\_\_\_\_ **VP Membership (E)**
- \_\_\_\_\_ **Executive VP (E)**
- \_\_\_\_\_ **Treasurer (E)**
- \_\_\_\_\_ **Recording Secretary (E)**
- \_\_\_\_\_ **Historian (E)**
- \_\_\_\_\_ **Corresponding Secretary**
- \_\_\_\_\_ **Auditor**
- \_\_\_\_\_ **Volunteer Coordinator**
- \_\_\_\_\_ **Room Parent Coordinator**
- \_\_\_\_\_ **Program Chair**
- \_\_\_\_\_ **Hospitality Chair**
- \_\_\_\_\_ **Room Parent Coordinator**
- \_\_\_\_\_ **Parliamentarian**

**OTHER NON-EXECUTIVE BOARD COMMITTEE POSITIONS:**

- \_\_\_\_\_ **Advocacy & Education Chair**
- \_\_\_\_\_ **Reflections Chair**
- \_\_\_\_\_ **Marketing**
- \_\_\_\_\_ **Morning Laps Coordinator**
- \_\_\_\_\_ **Event Producers**

## **CHANDLER EXECUTIVE BOARD POSITION SUMMARIES**

**President (E)**- The president sets meeting agenda and presides at all meetings of the PTA and the Executive Board, as well as 1 meeting a month of the Valley Gateway Council, and 3 district meetings per year. Serve on all committee except the nominating committee and coordinate the work of the PTA Officers and Committees. Approve and sign all contracts. Oversee the general Budget. Act as the PTA liaison to the Administration. Responsible for filing all LAUSD required paperwork in relation to all PTA events and fundraisers. **\*This is a hefty time commitment. Ideally this person should have some flexibility with their schedule.**

**VP Fundraising (E)** - Oversee the individual fundraisers and/or chairmen/committees. Ensure that fundraising activities are reviewed, approved, coordinated and scheduled appropriately. Oversee and Co-chair (when necessary) the Annual Fun Walk, Spell-a-thon, Silent Auction, Dinner Night Outs, Local Business Sponsorship Program, Book Fair, and the School Spirit Wear Store. Act as the primary liaison between the Fundraising Committee Chairs and the Executive Board. Report on fundraising activities at PTA meetings

**VP Membership (E)** – Works to plan the annual membership campaign. The membership chairman/vice president is responsible for creating and implementing a membership plan, promoting membership throughout the year, collecting dues, and distributing membership cards.

**Executive VP (E)** - Serve as an aide to the President and as a co-President (hopefully in anticipation of assuming the Presidency in the future). Work with President to prepare meeting agendas and fill-in for President at PTA meetings as needed when President cannot attend. Oversee the Character Program at Chandler.

**Treasurer (E)** - Have charge of all PTA funds. Keep an accurate account of all receipts and expenditures in PTAEZ cloud-based software program. Track, account for, and deposit all income related to all fundraisers. Expend money in accordance with the budget, issuing checks and petty cash. Present Treasurer Report at each meeting of the association and executive board. File all required financial reports. File all required taxes. Chair budget committee. Have the accounts audited annually. **\*Must have internet access.**

**Recording Secretary (E)** - Record, and file minutes of PTA General and Board Meetings. Maintain files of official documents including the By-Laws and Annual Records. Maintain Board, Committee and Membership lists. File all PTA documents with District/State Offices. **\* Must be able to attend nearly all monthly PTA association meetings & Executive Board meetings!**

**Historian (E)**- Captures, assembles and preserves record of activities and achievements of a PTA. Collects volunteer hours for PTA meetings and events. Completes and submits the PTA Unit-Annual Historian Report to council/district PTA. Fills out Historian Summary Report and files copies as Historian records, like minutes are kept forever. Copies for minutes, procedure book and, if applicable, president's memory book. Displays or presents brief overview of PTA year at meeting near the end of the school year.

**Corresponding Secretary (A)** - Webmaster for PTA website which includes posting information, dates, program summaries, forms, links, newsletters, budgets, etc. Draft and send e-blast weekly emails. Maintain the master PTA Calendar. Maintain mass e-mail address database. Create and send mass e-mails as requested by District, Principal, Vice Principal, and Board Members. Maintain Chandler social media accounts such as Facebook. Check the Chandler g-mail email account regularly and forward to appropriate individuals. **\*Must have internet access and feel comfortable with computers and social media.**

**Auditor (A)** - Audits the books and financial records of a PTA to determine their accuracy twice a year in July and January. Presents written reports on audits to the board and the association for adoption. Forwards copies of adopted audits to council/district PTA as indicated in unit bylaws.

**Volunteer Coordinator (A)** – Helps explain the LAUSD volunteer process to interested parents and provides training. Works with the PTA president, principal and teachers to coordinate volunteer assignments at the school to support student success. Collaborates with other PTA board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at school as volunteers. Oversees volunteer recruitment, training and assignments. Promotes PTA goals, membership and activities as a PTA committee chairman or officer.

**Program Chair (A)** - Oversee the activities of committees pertaining to Beautification, Staff Appreciation, Family Engagement Night Programs (Movie Night, Literacy Night, STEM Night, Dance/Art, etc.), Summer Kinder Outreach, etc. Ensure that School Support activities are reviewed, approved, coordinated and scheduled appropriately. Be the primary liaison between the Committee Chairs and the Executive Board. Report on Program activities at PTA meetings.

**Hospitality Chair (A)** – Works with committee and other chairman to organize and set up refreshments, food, decorations for PTA meetings and events. Maintains hospitality supplies and equipment and an updated inventory for them. Presents hospitality budget for approval at executive board meeting at start of the PTA year and monitor authorized budget. Helps coordinate food and decorations for when Chandler hosts the Valley Gateway Council association meeting. Helps coordinate incoming family outreach events like Kindergarten Playdate in the fall, Kinder adult night events, etc.

**Room Parent Coordinator (A)** - Oversees the recruitment and training for parent volunteers as Room Representatives for a classroom or grade level. Collaborates with other PTA board members, teachers and administrators to identify how parents can get more involved at school. Helps train Room Representatives and provides ongoing support throughout the year. Promotes PTA goals, membership and activities. Works with the PTA president, principal and teachers to coordinate Room Representatives at the school to build stronger family-school partnerships to support student success.

**Parliamentarian (A)** – Assists the president to manage meetings and advises on parliamentary procedure. Chairs bylaws committee to review unit bylaws each year and revise bylaws every three years. Arranges nominating committee’s first meeting, providing information on nomination and election process.

**OTHER NON-BOARD COMMITTEE POSITIONS:**

**Advocacy & Education Chair (A)** – Work with PTA President to determine “Hot Topics” for parent meetings. Prepare hot topics materials and educational workshops for parents.

**Reflections Chair (A)** – Coordinates the Chandler Reflections Arts Program. Sends out materials to families, collects entries, coordinates judging, assists with Gala.

**Marketing (A)** - Works with the PTA president and committee chairs to create flyers for events throughout the year to promote PTA activities.

**Morning Laps Coordinator (A)** – Coordinate volunteers for Morning Laps program, count tickets weekly, and prepare Award Certificates each Friday.

**Event Producers** – Work with a committee to produce a Chandler Fundraising Event or Program, such as:

FUNDRAISER:

- Fun Walk Fundraiser (Fall)
- Spellathon Fundraiser (Spring)
- Silent Auction

PARENT ENGAGEMENT:

- Movie Night
- Family Reading Night
- Family STEAM Night
- Family Dance

OTHER

- Beautification
- Teacher Breakfast
- Teacher Appreciation Luncheon