

PTA POSITIONS OPEN... WE WANT YOU!

The PTA Nominating Committee is looking for interested volunteers to help fill openings for our Board and Committee positions! We need to fill Board positions per by-laws by February 7th. If you are interested in a position, please contact Jessica Mikulas at jessmikulas3@gmail.com or fill in and return the bottom portion of this flyer (back page) to the school office by January 20th.

2017-18 OPEN PTA BOARD POSITIONS

President - the President is the primary liaison between the school and all the PTA members. He/she oversees all programs and events and follows up with the different committees to assure all items are on track. The President plans and runs the monthly PTA meetings held every first Tuesday. He/she works closely with the Principal and the rest of the Board and Committee Chairs. The President communicates any information regarding ongoing projects and signs all the checks. The President also attends the District Council Meetings (or delegates this duty).

1st VP Membership - the 1st VP of Membership runs the school Membership Drive to join PTA. This occurs in the month of September and involves choosing a theme, determining incentives, creating a large display poster, and providing a letter that goes out to the school. During the drive, the Membership Chair must come into the office and count memberships and money every few days. He/she then inputs all the names into a master spreadsheet to assure we have accurate tracking of our membership and to provide incentives to each member that has joined.

2nd VP Ways and Means – the 2nd VP organizes our school's major fundraiser (previous years have been the very successful Color Run and Jog-A-Thon). This Chair is responsible for all aspects of planning and organizing including the school assembly prior to the event, acquiring prize donations, all communications and packets for students, organizing volunteers and donated goods (i.e. water, snack, EZ ups), setting up the field/track, as well as planning the Prize Assembly and follow-up prizes (coordinating and attending the party/trip after the event).

3rd VP Programs - the 3rd VP of Programs is responsible for the school-wide assemblies that take place throughout the year. He/she chooses the types of assemblies, coordinates the event dates with the school, and schedules and manages the entertainment. He/she plans, organizes, coordinates, communicates, and executes these events from start to finish.

Treasurer - the Treasurer is responsible for all financial records for the PTA and works closely with the President. The Treasurer maintains our bank account, writes and signs all checks, assures all check requests are accurately recorded and submitted with the correct paperwork, and delivers the final checks to the requestor. He/she also makes all the bank deposits. They review our financial records and determine the available funds we have on hand for additional expenses. He/she submits our annual taxes and assures we have all the tax documents filed.

Historian- the Historian is responsible for keeping track of all volunteer hours throughout the school year and writes a one-page report at the end of the year that is submitted to our District.

Auditor- the Auditor performs an audit semi-annually of our financial records to assure that every check has two signatures, there are original receipts for every check written, and every check was approved, as stated in the meeting minutes.

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2017-18 OPEN COMMITTEE POSITIONS

Art Fair - Organizes the school-wide Art Fair in the spring which is an evening fundraiser. They are responsible for mounting, framing and organizing all live auction art pieces for display. They execute the event from start to finish including communications with the school, displaying student art work on campus, organizing volunteers, preparing auction items and bid sheets, and coordinating outside vendors to provide food and entertainment. Co-chair highly recommended.

Community Promotions - Collects, promotes, and organizes the Box Tops Program and the Toner Recycling Program in the office, which are mailed in for cash redemptions for our school.

Cougar Carnival - Organizes the end of year Cougar Carnival which all grades participate in. They work closely with room parents, teachers, and volunteers to organize the class booths. This event is in lieu of individual end of year class parties. Can be co-chaired by two individuals.

Donuts for Dads - Looking for a female to organize a morning event for the Dads (or male role models) of Country Hills. Includes a theme, soliciting donations, publicizing the event, and executing the event day of by managing volunteers, set up, serving the school, and clean up.

Muffins for Moms - Looking for a male to organize a morning event for the Moms (or female role models) of Country Hills. Includes a theme, soliciting donations, publicizing the event, and executing the event day of by managing volunteers, set up, serving the school, and clean up.

Art Masters Program - Coordinates and communicates with the art company, students, teachers and class volunteers to organize and manage a school-wide Art Program which takes place during the school day, approximately 4-6 times a year. Can be co-chaired.

Reflections - Organizes the Art Program in the fall which follows the National PTA Reflections theme for the year. Coordinates a contest among the students for entry of art items that fit the theme and falls under specified categories. Communicates and submits applications on behalf of the school, arranges the judging of all art submissions, and oversees the award recognitions. Can be co-chaired by two individuals.

Spirit Wear - Organizes our Cougar Spirit Wear program in the summer and promotes and sells all Spirit Wear items at the beginning of the school year. Responsible for working directly with the apparel vendor, collecting all order forms and payments, coordinating delivery of the items to school and distribution to the students. We need one additional co-chair for this committee.

PLEASE FILL OUT THE BOTTOM PORTION AND RETURN TO SCHOOL BY JANUARY 20TH:

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I am interested in the following PTA Board/Committee Positions:

1ST choice: _____ 2nd choice: _____

Name: _____ Student Name/Grade: _____

Phone: _____ Email: _____