

Tays Junior High PTSA Nomination and Committee Interest Form

Dear Tays JH Parents, Volunteers and PTSA Members:

The Tays JH Nominating Committee is conducting a search to find parents who would like to assume a leadership role on our 2018-2019 PTSA Executive Board and make a difference!

The Nominating Committee is interested in your suggestions for officer candidates to serve for the 2018-19 school year. This is a great way to make an invaluable contribution to the children at Tays Junior High. There are many different positions available, so please consider serving on the Board. If you or someone you know is interested in serving in one of the officer positions listed below, please fill out the form and return it by Monday, February 19, 2018. The committee will contact all nominees. Feel free to make as many nominations as you wish. Be sure to nominate only those who have given their consent to serve if elected. All nominees being considered for office must be PTSA members in good standing. Voting will be held at the PTSA General Meeting held in March.

Please refer to www.taysjhptsa.org for a complete list of officer, board and committee chair descriptions and duties. Please circle any committee you would be interested in serving or chairing. You can turn your form in at the front office at Tays JH, or you can e-mail your selection(s) to the Nominating Chair below.

Should you have any questions please contact **Margarita Sharma**, Nominating Chair, at maguisharma@yahoo.com

Thank you for your continued support and consideration!

Tays JH PTSA Nomination Committee

Tays JH PTSA Nomination Form Deadline: Monday, February 19, 2018

Note: The Nominating Committee is only responsible for filling the officer positions listed. A nomination does not guarantee the position as an officer, each candidate will be carefully considered for the office he/she is being nominated for. All suggestions are confidential.

Please circle (you may circle more than one)

President

President Elect

1st VP – Community Engagement (includes VIPS & Programs)

2nd VP – Fundraising

3rd VP – Membership

Secretary

Treasurer

Nominee's Name: _____

Best Contact #: _____

E-mail Address: _____

Children attending Tays JH in 2018-2019: _____

Officer Descriptions and Duties

Each term is for one year; however, a person may serve two consecutive terms in the same position. A procedural notebook is provided for every board position. Executive Board meetings are once a month with other duties performed as needed. All officers shall complete the Texas PTA Foundations Leadership Orientation.

President - Presides over all PTA meetings. Coordinates work of officers and committee. Is a member of all committees except the Nominating and Audit Committees. Authorized to sign on bank accounts. Attends monthly local, council, VIPS, and presidents' meetings. Should attend LAUNCH seminar and Texas PTA Convention.

President Elect - Support and learn all aspects of the role of President to effectively lead and further the mission of the association.

1st Vice President, Community Engagement – Responsible for VIPS (volunteer coordination) & PTSA sponsored Programs. Aide to the President. Presides over meetings in the president's absence. Performs other duties as assigned by the president or the association. May be called upon to preside as the President, if position is vacated for any reason, until the local unit can elect a replacement.

2nd Vice President, Fundraising – Responsible for PTSA fundraising. Presides over meetings in the president's absence (in designated order). Performs other duties assigned by the president or the association.

3rd Vice President, Membership – Responsible for PTA membership drive. Presides over meetings in the president's absence (in designated order). Performs other duties as assigned by the president or the association.

Treasurer – Responsible for all funds of the association and maintaining and keeping accurate books and records. Chairs the Budget Committee. Authorized to sign on bank accounts. Presents financial reports, both written and verbal, at all meetings. Performs other duties assigned by the president or the association.

Secretary – Responsible for recording minutes of the association and keeping accurate records of all official work of the association. Chairs Bylaws committee. Performs other duties assigned by the president or the association.

Other Appointed Positions and Standing PTA Committees

Please Circle any committees you are interested in serving on or chairing (Due: February 19, 2018)

Name _____

Best Contact #: _____

E-mail: _____

Beautification

Publicity/Social Media

Council PTA Delegate

Reflections/AIE

Fundraising Assistant

School Supplies

Fun Food Frenzy Coordinator

Spirit Wear

Hospitality

VIPS Assistant

Legislative

Webmaster

Library Liaison

Welcome Committee

Membership Assistant

Workroom Coordinator

Programs

8th Grade Celebration