

# LAS FLORES ELEMENTARY SCHOOL PTA

## 2016-2017 PTA Executive Board Interest Form

The LFES PTA will be holding elections for our 2016/2017 Executive Officers on March 15, 2016. If you are interested in serving in any of the following positions next year, please return this document to the office by January 29<sup>th</sup>, 2016. If you have any questions please contact Kari Ruskin at [kari.ruskin@gmail.com](mailto:kari.ruskin@gmail.com)

Name: \_\_\_\_\_

Phone/cell phone #: \_\_\_\_\_

### CIRCLE ANY & ALL THAT APPLY

(For job descriptions see reverse)

#### I would consider the following Elected Officer Positions:

President  
Executive Vice President  
Vice President of Programs  
Vice President of Ways and Means (Fundraisers)  
Treasurer  
Auditor  
Secretary  
Historian

#### I would consider the following Appointed Officer Position:

Parliamentarian

#### I would consider the following Chairperson Positions:

Arts Advocate	Membership
Art Masters	Rebate Coordinator (AmazonSmile/Shoparoo)
Bully Prevention (Cool2BKind)	Recycling
Book Fair	Reader Leader
Box Tops & Labels	Red Ribbon Week
Campus Beautification	Reflections
Celebration Books	Special Education Liaison
Directory	Spirit Wear
Fall Fundraiser (Carnival)	Spring Fundraiser (Apex Fun Run)
Fit Cubs	Talent Show
GATE Liaison	Technology
Grant Writer	Volunteer Coordinator
Holiday Boutique	Website
Hospitality	Yearbook
Legislation	Year-End DVD
Library Liaison	

Please remember this is a non-binding document.  
This is to determine interest only!

# LFES PTA Positions

**Officers:** These positions are elected in the spring & must be referred by PTA nominating committee

**President:** Responsibilities include leading the PTA toward specific goals set by its members; preparing a master calendar; participating in annual budget planning; coordinating with the various vice-presidents and board members to ensure successful execution of PTA events; attending monthly district PTA meetings; conferring with Mrs. Tamaki and presiding as an official representative of the association.

**Executive Vice President:** Support presidential duties; engage in activities to sustain the implementation of all planned activities and goals of the association.

**Secretary:** Record and maintain monthly PTA meeting minutes; maintain bylaws; record total monthly expenditures; and maintain all association records.

**Vice President Programs:** Oversees plans and implements Family Fun Nights; coordinates Parent Education Nights; and manages special events or educational student activities.

**Vice President Ways and Means:** Oversees the various chairmanships responsible for raising the funds needed to meet the proposed annual budget which may include stepping in and participating as needed. Time commitment varies throughout the school year.

**Treasurer:** Develops a carefully considered budget for the school year with input from the budget committee; acts as custodian of association funds; pays by check all bills duly authorized; keeps a monthly balanced ledger with balance on hand, disbursements and deposits. Issues receipts for all monies received and deposited; maintains record of all funds counted using the "Cash Verification Form;" and delivers all deposits to the designated financial institution. Time commitment varies and must be available to secure monies after each event.

**Auditor:** Performs audits as specified by the bylaws; review receipts and disbursements.

**Historian:** Responsibilities include assembling and preserving the record of activities and achievements of the PTA and assists the president in preparing the Annual Report.

**Parliamentarian:** Review and study bylaws and standing rules annually. Assist the president in preparing for meetings. Provide members with training on simple parliamentary procedures. Advise presiding officer, when requested, on questions of parliamentary procedure. (This position is appointed by the president)

**Committee Chairs:** These are volunteer positions; commitment is expected for at least 1 school year. Any of these positions can be shared. Committee chairs are expected to report on their progress at PTA meetings as well as provide input to the PTA at large, therefore regular attendance is a must.

**Arts Advocate:** works to provide support & recognition for arts & music programs @ LFES and within the community.

**Art Masters:** coordinates the monthly Art Masters lessons & provides classroom support via prepping of materials for projects. Maintains Art Masters display in Library.

**Bully Prevention:** coordinates the education of bully prevention on campus & promotes Blue ribbon week (February)

**Book Fair:** coordinates school wide book fair 2 times per year

**Box Tops /Labels/Ink/Staples rewards:** coordinates & advocates collecting of Box Tops for Education & ink jet cartridges their rewards in addition to acting as liaison for Staples rewards to be used by LFES PTA.

**Campus Beautification:** coordinates school wide campus clean up & pride in school appearance. Works with classroom teachers to "sponsor" clean up areas, as well as planning & implementing 2 school wide "cleanup" events per year.

**Celebration Books:** coordinates presentations of Celebration books at Tuesday Flag ceremonies 1x/month. Preps celebration books for presentation & orders new books for selection as necessary with input from Librarian.

**Directory:** Coordinates publication & distribution of LFES PTA directory.

**Fall Fundraiser:** Plans & Implements Fall fundraising activities (i.e. Gift Wrap) works in partnership with VP of ways & means.

**Fit Cubs:** Coordinates & plans LFES fitness club events. Announces monthly leaders & classroom winners at flag ceremony.

**GATE Liaison:** works as advocate & source of information regarding AAA/Gate programs within CUSD & LFES.

**Grant Writer:** researches grants & works towards application to help supplement funding & enrichment activities.

**Holiday/Spring Boutique:** Coordinates & plans annual LFES boutique fundraiser TBD whether spring or fall.

**Hospitality:** Responsible for establishing a friendly, comfortable atmosphere at PTA meetings and events; coordinate with chairmanships responsible for parent and teacher relations; and presides as the official host of the PTA association..

**Legislation:** works to provide PTA with up to date information regarding legislative advocacy. Must attend legislative advocacy council meetings.

**Library Liaison:** Trains library volunteers on LFES library procedures, coordinates classroom library volunteers. Works in partnership with librarian to prepare library at beginning of school year as well as inventory library at end of school year.

**Membership:** Establishes membership goals; design membership and outreach promotion; and communicate the benefits and importance of the parents' voice in the PTA. Parent membership is the heart of the PTA.

**Rebate Coordinator (CFC/Shoparoo/Target REDcard/AmazonSmile):** advocates participation various rebate programs to provide additional free \$\$ for LFES.

**Recycling:** Coordinates Water bottle Wednesday Fundraising collections & volunteers. Gathers matching sponsors & updates monthly progress.

**Reader Leader:** Coordinates Reader Leader program; Collects & tallies participation from each classroom; Provides monthly calendars for students; Coordinates book give away and awards in spring for top readers.

**Red Ribbon Week:** Plans & implements annual Red Ribbon week activities & events in October

**Reflections:** Coordinates annual PTA reflections contest in the fall. Works in partnership with PTA council to submit entries. Announces winners at Flag ceremony, and displays entries in LFES Library.

**Special Education Liaison:** works as advocate & source of information regarding Special Education programs within CUSD & LFES.

**Spirit Wear:** Coordinates orders & design for LFES spirit wear. Works with vendor/s to provide goods as well as collects & distributes orders.

**Spring Fundraiser:** Coordinates & plans spring fundraising activities (i.e. Jog a Thon/Country Fair)

**Talent Show:** Plans & implements annual LFES talent show. Supervises rehearsals, coordinates ticket sales, & runs event

**Technology:** works in conjunction with LFES technology committee to report needs & recommendations for technology purchase for LFES

**Volunteer Coordinator:** Collects volunteer information from spirit packs & creates database to be provided to PTA committee chairs as well as monthly recognition of volunteers during school year.

**Website:** Updates LFES PTA website & calendar weekly with upcoming events & details. Should be familiar with Word Press & be computer savvy enough to create & use PDF documents.

**Yearbook:** works yearlong to coordinate & creates LFES yearbook. Also responsible for orders in fall & distribution in June.

**YEAR- END DVD:** Compiles yearbook photos plus additional photos & digital media into a DVD movie/slideshow to be sold at end of school year. Coordinates sales & distribution of DVD orders.

PTA sponsored, not printed at CUSD expense.