

# Parkwood Hill Intermediate School PTA 2017-2018 Nominating Committee

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Thank you for your interest in joining the 2017-2018 PHIS PTA Executive Board! Serving on the board is a great way to stay involved in your child's education and be connected with the PHIS staff and families. Below is a list of Officer and Standing Committee Chair positions which make up the Executive Board with a brief description of each. If you are interested in helping with PTA activities but not becoming a board member, select "Join Committee" (where applicable) beneath the Chair position(s) you are interested in assisting with.

**Officers** will be slated mid-April and the remaining **Chair positions** will be filled some time thereafter. Board members serve (1) year terms and may not serve more than (2) consecutive years in one position.

For more information, contact [nominations@phispta.org](mailto:nominations@phispta.org) *If interested in more than one position, please prioritize your interests in the field after the check box with 1, 2, 3, etc*

Fill out and return this form to your child's teacher by **Sunday, April 9<sup>th</sup>**

**Attn: PHIS PTA Nominating Committee**

- OR -

Email this form to: [Nominations@PHISPTA.org](mailto:Nominations@PHISPTA.org) - OR - Submit online: <http://goo.gl/JXBqeH>

In addition to the job descriptions below, Executive Board members must attend meetings regularly and must be present and participate in the two fundraising Socials scheduled in fall and spring. For meetings and most events your children are welcome to come with you if necessary.

<b>Name</b>	<b>Phone</b>	<b>Email</b>
<b>Student (s) Names(s) and Grade(s)</b>	<b>Coming from which elementary school? (Diversity is important to us!)</b>	

**OFFICERS:** Officers are slated by the Nominating Committee and elected by the General Association membership (\*except Parliamentarian who is appointed by President).

<input type="checkbox"/>		<b>President</b>	Directs the affairs of the PTA and coordinates the work of officers and committee chairs with PTA Board and PHIS staff. Represents the PTA as a delegate to Council PTA.
<input type="checkbox"/>		<b>1<sup>st</sup> VP – Membership</b>	Implements a program to recruit an informed and involved PTA membership, reports membership roster to Texas PTA and presents Lifetime Member award.
<input type="checkbox"/>		<b>2<sup>nd</sup> VP – Fundraising</b>	Plans and implements fundraising programs in order to secure the funds necessary to carry out the work of the PHIS PTA such as spirit dining nights and spirit wear sales.
<input type="checkbox"/>		<b>3<sup>rd</sup> VP – Volunteers</b>	Recruits and places volunteers as needed for school and PTA activities. Mentors/guides classroom parents with organizing class parties.
<input type="checkbox"/>		<b>4<sup>th</sup> VP – Programs/ Parent Education</b>	Plans entertaining and educational programs for the General Association PTA meetings. Arranges educational workshops for students and parents.
<input type="checkbox"/>		<b>Secretary</b>	Keeps the minutes of the association proceedings and presents the Executive Board report to the General Association. Maintain executive board email addresses in the communication application and other administrative tasks such as maintaining PTA calendar on website.
<input type="checkbox"/>		<b>Treasurer</b>	Serves as custodian of the funds and financial records and receives and disburses all monies of the association. Prepares and presents financial reports at Executive Board and General Association meetings.
<input type="checkbox"/>		<b>*Parliamentarian</b>	Advises presiding officer on parliamentary procedure when asked (utilizing Robert's Rules of Order).
			<b>....Standing Committee positions on next page</b>

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**STANDING COMMITTEES:** Chairs appointed by President and approved by Executive Board.

Chair	Join Committee	
<input type="checkbox"/>		<b>Newsletter</b> - Oversees compiling, editing, publishing and distribution of the "Bulldog Bulletin" newsletter (minimum 2 times per year).
<input type="checkbox"/>	<input type="checkbox"/>	<b>Arts In Education/Environmental Chair</b> - Introduces students to various art forms to increase cultural literacy and promotes the Texas PTA Reflections contest. Provides programs, projects and services to promote environmental awareness.
<input type="checkbox"/>		<b>Digital Media</b> – maintain social media accounts for the PTA. Develop graphics, create Facebook and Twitter informational posts and manage and promote events online.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Special Events</b> – Implements projects for PTA sponsored school events in coordination with school staff and administration i.e. Fall and Spring Socials, Talent Show, Field Day
<input type="checkbox"/>	<input type="checkbox"/>	<b>Watch D.O.G.S.</b> – Coordinates Dads and male role model's volunteer activities throughout the year with the school and PTA. Plans events such as Kickoff Pizza Night, Bulldog Madness (Hoops and Hot Dogs) and assists with other special events hosted by the PTA (i.e. Fall and Spring Socials).
<input type="checkbox"/>		<b>Legislative/Council Delegate</b> - Informs the association of legislative issues affecting families and staff of PHIS. Attends council and school board meetings and provides a report to the Board.
<input type="checkbox"/>		<b>Box Tops</b> - Organizes and promotes the "Box Tops for Education" program. Collect, count and track box tops and submit twice yearly based on program rules. Devise incentives and deliver awards for student participation.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Hospitality</b> - Arranges special appreciation events for teachers, staff and families (i.e. coordinating the back-to-school teacher breakfast, monthly teacher snacks, Veteran's Day breakfast and teacher appreciation week)
<input type="checkbox"/>		<b>School Supplies</b> - Coordinates the ordering and distributing of school supplies purchased by families online by our 3rd party vendor and at Meet The Teacher night.
<input type="checkbox"/>		<b>Handbook</b> – Creates the Handbook from a template which contains facts and figures about the PTA unit.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Yearbook</b> - work with vendor and Yearbook Club to gather and organize photos. Coordinate design, sales and distribution of the yearbook.

## ADDITIONAL POSITIONS

<input type="checkbox"/>	<b>Council Delegate</b>	Council Delegate - Attends council and school board meetings and provides a report to the Board.
<input type="checkbox"/>	<b>Historian</b>	Historian - Collects and preserves documents relating to the history of the association and compiles and keeps a record of events of the PTA (i.e. create a scrapbook).
<input type="checkbox"/>	<b>Teacher Liaison</b>	Acts as a liaison between PTA and school staff. (*MUST be a PHIS Faculty member)

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**[www.phispta.org](http://www.phispta.org)**