

Greystone Elementary PTA Executive Board

Nomination Form 2019-20

We need you! You may nominate yourself or you may nominate someone else. Questions? Please contact us at greystonepta@gmail.com. Please return your forms to the box outside the PTA room or through your child's classroom teacher.

On the back of this form, you will find brief descriptions of the various roles and responsibilities on the PTA Board.

Please submit information of those interested in serving on the 2019-2020 PTA Board by 2/15/19.

Name of person interested in serving:

Phone Number and email of person interested in serving:

Grades of children of nominee at Greystone Elementary for the 2019-2020 school year:

After looking at the offices and responsibilities made available through the Greystone News email newsletter, where would you be interested in serving?

- ☐ VP Leadership
- ☐ VP Financial (one of two)
- ☐ VP Membership
- ☐ VP Programs (one of two)
- ☐ VP Student Programs
- ☐ Treasurer
- ☐ Assistant Treasurer
- ☐ Recording Secretary
- ☐ Corresponding Secretary - Appointed Position
- ☐ Parliamentarian - Appointed Position
- ☐ Communications Director - Appointed Position
- ☐ Volunteer Coordinator (one of two) - Appointed Position
- ☐ Student Programs Committee
- ☐ Other/Unsure - please contact me

Name, phone, and email address of the person completing this form if different from nominee

The following positions are considered the PTA Executive Board. All positions are expected to attend PTA board meetings.

VP Leadership - Shadows the President to prepare for the following year of service, attends HPTC meetings, assists with summer registration, Back to School lunch for teachers/staff, Soup lunch in January for teachers/students, coordinates Bridge to Berry for 5th grade students

VP Financial (two) - Coordinates all fundraisers: Leave a Legacy, Manages Box Tops, and other identified partners with the help of an appointed committee head

VP Membership - Keeps membership records, coordinates both Fall and Kindergarten registration with help of administration, and creates backpack and carpool tags

VP Programs (two) - Coordinates Room Coordinators for teachers, Parent Night teacher meals, Newcomer's Coffee in Fall, Teacher Appreciation Week, Staff Birthday cupcakes

VP Student Programs - Helps library coordinate Young Author's Week and book fairs, Bus Safety in Fall, Red Ribbon Week, and End of Year celebration for students

Treasurer - Responsible for PTA funds and budget

Assistant Treasurer - Assist Treasurer

Recording Secretary - Records minutes of meetings and oversees office supplies

The following positions are appointed positions. These positions will be appointed by the President at a later date. These are not a part of the elected slate, per the PTA bylaws.

Corresponding Secretary - Manages PTA bulletin board, Sunshine, and Teacher of the Year

Parliamentarian - Advises on parliamentary procedure, Chairman of Nominating Committee, and Lost and Found

Communications Director - Manages Marquee information/calendar and Social Media pages

Volunteer Coordinators - Compiles volunteer list and recruits volunteers for front office, book fair and related PTA activities, helps administration with set up and volunteers for hearing and vision screening and school pictures.

Thank you!