



TUSCANY HEIGHTS PTA INTEREST SURVEY OFFICER POSITIONS FOR 2020-2021 SCHOOL YEAR

If you are interested in serving in one of the following Executive Board Officer positions, please complete the form below and email it to Holly Rush at hollyrush11@gmail.com or return it to the front office in a sealed envelope labeled "PTA OFFICER NOMINATION" by Monday, March 22nd. See descriptions of each position below. If you have prior volunteer experience that you feel is pertinent to the office you are seeking, please feel free to include it with your form. The Nominations Committee Chair will contact each person selected and ask for their acceptance before names are officially submitted. If you would like to serve on the board, but are unsure which position is best for you, please indicate undecided.

____ President	____ 3rd VP Programs	____ Secretary
____ 1st VP Aide	____ 4th VP Volunteers	____ Treasurer
____ 2nd VP Ways and Means	____ 5th VP Communications	____ Undecided

The President will APPOINT the Parliamentarian after the election in April. ____ **Parliamentarian**

Name _____ Email _____

Cell # _____

President – Presides at regular and executive board meetings. Acts as a representative for the Tuscany Heights PTA at the council, district, state and national level. Coordinates work of board members and "unassigned" duties.

1st Vice President – Aide – Assists the President, Officers and Committee Chairmen. Oversees making of the Back-to-School Welcome packets at the beginning of the school year, awards assemblies.

2nd Vice President – Ways & Means – Organizes all fundraisers, serves on disbursement and budget committee. Researches and supports school supply pack fundraiser to benefit the school.

3rd Vice President – Programs - Arranges all program speakers and/or activities for general meetings; specifically scout troops for the Pledge of Allegiance.

4th Vice President – Volunteers – Processes volunteer applications, maintains lists and organizes volunteers for school activities and workrooms. Submits parent volunteer hours to district offices.

5th Vice President - Communications - Responsible for all communication sources for the PTA.

Secretary – Records the minutes of the regular and executive board meetings.

Treasurer – Keeps an accurate and complete account of money received and spent, writes checks, balances the checkbook, prepares monthly financial statements and fills out tax forms.

Parliamentarian – Knows parliamentary procedures, familiar with our bylaws and the Robert's Rules of Order, advises President on questions of parliamentary law.