

West Collierville Middle School PTSA BOARD OF MANAGERS NOMINATING FORM 2018-2019 SCHOOL YEAR

Please take a look at the opportunities available on our Board of Managers. There are 2 different types of positions: Chairs are responsible for specific tasks and are not required to attend PTSA Board meetings (but are always welcome). Vice Presidents have a wider range of responsibilities and are expected to attend PTSA Board Meetings (4 to 6 times per year). Several of these positions can be performed outside of school hours, involve minimal time spent at school, or are of limited duration.

Name _____

Best Phone Number _____

Email _____

Previous PTA or Other Relevant Experience _____

List the name(s) of your child(ren), their current school(s), and grade(s).

Please rank your top 3 preferences and return this form to your homeroom teacher or email your interests (or a scanned copy of the form) to nfrance@colliervilleschools.org

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| <p>_____ President</p> <p>_____ Secretary</p> <p>_____ Treasurer</p> <p>_____ VP Programs</p> <p>_____ VP Business/Community Liason</p> <p>_____ Chair Public Relations</p> <p>_____ Co-Chair, Schilling Showdown*</p> <p>_____(There are 2 Chairs for this position)</p> <p>_____ VP Communications</p> <p>_____ Chair, Email Distribution</p> <p>_____ Chair, Website</p> <p>_____ Chair, Newsletter</p> <p>_____ Chair, Student Activities Liason</p> | <p>_____ VP Cultural Arts</p> <p>_____ VP Hospitality</p> <p>_____ VP Membership</p> <p>_____ Chair, Membership Records</p> <p>_____ VP Student Advocacy</p> <p>_____ Chair, Legislation</p> <p>_____ Chair, Anti-Bullying Program</p> <p>_____ VP Volunteers</p> <p>_____ Chair, DOGS (Dad's of Great Students)</p> <p>_____ Chair, Library Support</p> <p>_____ Chair, Room Parents</p> <p>_____ VP Beautification</p> |
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For additional information, please contact Barbara Harrington, Chair, 2018 WCMS Nominating Committee at nfrance@colliervilleschools.org

OFFICERS OF THE BOARD OF MANAGERS

All officers shall perform such duties as may be prescribed in the local PTSA bylaws as well as duties deemed necessary by the association. In addition to the duties described in the association bylaws and the adopted parliamentary authority, the description for each position below should be recognized as a guide to duties and responsibilities of a board position. Each board member may be required to accept and fulfill other responsibilities more specific to the association's needs and functions (help with registration, fundraisers, open house, write thank you notes to sponsors, etc.)

PRESIDENT

The President shall preside at all meetings of the association and of the Board of Managers; be a member ex-officio of all committees, except the Committee on Nominations and Leadership Development and the audit committee; must attend or assign an alternate to represent the SFMS PTSA at all local district council meetings; the TN PTA and National PTA, when financially feasible; coordinate the work of the Board of Managers and committees in order that the objectives be promoted; be responsible for filing the PTSA mail into the Board of Managers members' mailbox each week; work with the Principal of Schilling Farms Middle School to oversee the effectiveness of the PTSA projects within the school; appoint a Parliamentarian subject to the need and approval of the Board of Managers; be the main channel of information for the board and membership.

SECRETARY

The Secretary shall notify Board of Managers members of all PTSA meetings; record the minutes of all meetings of the association and of the Board of Managers; have on hand a current signed copy of the bylaws and the standing rules; have on hand a current membership list as supplied by the Membership Chairman; keep accurate records of all minutes from previous meetings; maintain a list of all committees and committee reports; keep up with all correspondence for the association; send appropriate cards/notes for faculty/staff needs; keep an ongoing list of all businesses/contacts who have been solicited for donations; send all reports and award applications to the state by designated due dates.

TREASURER

The Treasurer shall have custody of all funds of the association; ensure that all insurance policies are renewed (including, but not limited to Bonding Insurance and Liability Insurance); keep a full and accurate account of receipts and expenditures; in accordance with the budget adopted by the association, make disbursements as authorized by the President, Board of Managers or association; present a financial statement at every meeting of the association and at other times when requested by the Board of Managers; make a full report at the meeting at which new officers officially assume their duties; be responsible for the maintenance of such books of account and records as conform to the requirements of the bylaws; present the proposed budget from the Board of Managers to the association, no later than a September meeting for adoption; file necessary information with the IRS (including but not limited to IRS form 990 N or other, as required by law) or other Local, State or Federal authority; have the accounts examined annually or upon change of officer by an auditor or an auditing committee; perform such other duties as may be prescribed in the local PTSA bylaws as well as duties deemed necessary by the association.

VP Programs — Assist the President in planning 4 PTSA General Meetings and other parent information sessions during the school year. Ideally, the Vice President Programs would be available to perform planning functions for the 2014-2015 school year before the school year begins.

VP Business/Community Liaison — Cultivate relationships with the community on behalf of SFMS students and our school. This includes handling donations, providing opportunities for our students to interact with the community and government, and bringing students' achievements to the attention of the community.

***Chair – Public Relations** – Promote students, school and PTSA to the community and local news outlets under the direction of the President and the VP Business/Community Liaison. Coordinate a committee of students and/or parents to attend, photograph and report on SFMS events and activities. Develop other promotional activities as needed.

***Co-Chairs – Schilling Showdown** – Organize the annual SFMS fundraiser/carnival, including developing games and activities, coordinating volunteers to run the activity, and developing appropriate rewards and recognition to all donors and sponsors of the Showdown. (Note: There will be TWO (2) Chairs for the Schilling Showdown.) Work will occur during the fall and be complete by November.

VP Communications—Oversee all communications with parents & faculty by attending committee and board meetings and staying up to date on current school events and activities, and assigning duties to chairs.

***Chair – Email Distribution**– responsible for creating and maintaining an annual email distribution list and sending “The Bottom of the Backpack” to the email list on a regular basis, under the direction of the VP Communications. The Email Distribution Chair shall also be responsible for updating the SFMS PTSA Facebook page and Twitter accounts.

***Chair – Website** – responsible for maintaining the SFMS PTSA website with up-to-date information, under the direction of the VP Communications, as requested by PTSA board members and chairs.

***Chair – Newsletter** – responsible for producing and distributing one print newsletter at the beginning of the year, and other electronic newsletters (usually three) as requested by the PTSA board.

***Chair – Student Activities Liaison** – responsible for staying aware of all student activities/events and clubs and reporting back to the VP Communications.

VP Cultural Arts—Establish and work with committees as necessary to promote the arts in our school and coordinate the annual PTA Reflections contest in the fall.

VP Health & Safety—Recruit and coordinate Health Room volunteers; ensure that the Health Room is supplied with necessary items to make it function properly. Work with School Nurse to coordinate health room needs.

VP Hospitality—Oversee events and any other areas of hospitality as requested by the board. VP Hospitality may form a Hospitality Committee to help run and organize events.

VP Membership—Conduct a membership campaign (which starts at the beginning of the school year); create incentives for joining PTSA and for classes meeting membership goals; use information provided by the Membership Records Chair to prepare reports to the State PTSA as required.

***Chair – Membership Records** – Using Excel (or similar program) maintain an accurate list of all members and create reports as needed by the VP Membership to give incentive awards and prepare PTA State Reports. Membership Records is also responsible for working with Schilling Showdown Coordinators to insure accurate record keeping for incentives and prizes for the Schilling Showdown.

VP Student Advocacy – Oversee and direct activities that pertain to the support and general welfare of our students. The VP Student Advocacy shall plan ways to solicit input from students on PTSA programs and share that information back with the appropriate Chairs and VPs.

***Chair – Legislation** – Keep the membership informed of any local, state or federal legislative action pertinent to our schools or our children’s education and welfare. As often as possible, attend CMSD Board of Education meetings and keep the Board of Managers up to date on CMSD policies.

***Chair – Anti-Bullying Program** – Create an engaging one week program to educate our school and community against bullying and to promote respect for diversity and individuality. Anti-Bullying week occurs during 3rd quarter.

VP Volunteers—Recruit and reward volunteers as needed for the PTSA and SFMS. This includes setting up volunteer tables at events, sending out thank you notes, sending out appropriate volunteer forms; maintaining a current volunteer list and providing it to VP and committee chairman; coordinating annual volunteer appreciation activity.

***Chair – DOGS (Dad’s of Great Students)** – develop ways to get Dads (or other male role models-grandfathers, big brothers, uncles, etc.) more involved in middle school, by recruiting Dads into volunteer and leadership positions through special events or ongoing activities. Record their participation and provide recognition, rewards or incentives for volunteerism.

***Chair – Library Support** –work with librarian to coordinate annual Scholastic Book Fair in the fall and recruit volunteers to help shelve in the library.

***Chair – Room Parents** – Maintain room parent contact list and provide information to room parents about their responsibilities. Room parents are responsible for helping with approximately 4 events PER YEAR! Compile a room parent handbook and lead an orientation meeting for all room parents.

VP Beautification – Work with SFMS administration and plant manager to create plans for, and insure the maintenance of garden beds and seasonal updates to external decorations. Provide interior seasonal decorations for front office as needed.