

# West Collierville Middle School

## PTA BOARD OF MANAGERS NOMINATING FORM 2019-2020 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 PTA Board meetings (but are always welcome). Vice Presidents have a wider range of responsibilities and are expected to attend PTA Board Meetings. 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 Relative Experience, Please explain

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ *President*

\_\_\_\_\_ *1<sup>st</sup> Vice President*

\_\_\_\_\_ *Treasurer*

\_\_\_\_\_ *Secretary*

\_\_\_\_\_ *VP Programs*

\_\_\_\_\_ *VP Business/Community Liaison*

\_\_\_\_\_ *Chair West Fest Fundraiser*

\_\_\_\_\_ *Chair West Fest Fundraiser*

\_\_\_\_\_ *VP Communications*

\_\_\_\_\_ *Chair Email Distribution*

\_\_\_\_\_ *Chair Website*

\_\_\_\_\_ *Chair Newsletter*

\_\_\_\_\_ *Chair Public Relations*

\_\_\_\_\_ *VP Cultural Arts*

\_\_\_\_\_ *Chair Cultural Arts*

\_\_\_\_\_ *VP Beautification*

\_\_\_\_\_ *VP Hospitality*

\_\_\_\_\_ *Hospitality Chair*

\_\_\_\_\_ *Hospitality Chair*

\_\_\_\_\_ *Hospitality Chair*

\_\_\_\_\_ *VP Membership*

\_\_\_\_\_ *Membership Chair*

\_\_\_\_\_ *VP Student Advocacy*

\_\_\_\_\_ *Chair Legislation*

\_\_\_\_\_ *Chair Anti-Bullying*

\_\_\_\_\_ *VP Volunteers*

\_\_\_\_\_ *Chair, DOGS*

\_\_\_\_\_ *Chair Library Support*

\_\_\_\_\_ *Chair Room Parent*

\_\_\_\_\_ *VP Health & Safety*

\_\_\_\_\_ *Chair Health & Safety*

\_\_\_\_\_ *Chair Beautification*

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 [hhtower410@comcast.net](mailto:hhtower410@comcast.net)

## **OFFICERS OF THE BOARD OF MANAGERS**

*All officers shall perform such duties as may be prescribed in the local PTA 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 BOMs;

Be a member ex-officio of all committees, except the Committee on Nominations and Leadership Development and the audit committee; Must try to attend or assign an alternate to represent the WCMS PTA at all local district council meetings—the TN PTA and National PTA, when financially feasible; including but not limited to: United Shelby Co. Council meetings, Collierville PTA President Roundtable meeting.

Coordinate the work of the BOMs and committees in order that the objectives be promoted. Be responsible for filing the PTA mail into the BOMs members' mailbox each week; Work with the Principal of West Collierville Middle School to oversee the effectiveness of the PTA projects within the school; Appoint a Parliamentarian subject to the need and approval of the BOMs; Be the main channel of information for the board and membership.

Complete the SSO Annual Checklist Required by the Collierville Board of Finance; in conjunction with the Treasurer, Secretary and Business Liaison due on or before July 31<sup>st</sup> for the upcoming academic school year.

### **SECRETARY**

The Secretary shall notify BOMs members of all PTA meetings;

Record the minutes of all meetings of the association and of the BOMs; these minutes shall be sent no later than 2 weeks thereafter.

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 PTA President, BOMs or association; present a financial statement at every meeting of the association and at other times when requested by the BOMs;

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 conforming to the requirements of the bylaws;

present the proposed budget from the BOMs 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 PTA bylaws as well as duties deemed necessary by the association.

### **1ST VICE PRESIDENT**

The 1st Vice President shall act as aide to President.

Help and perform the duties of the President in the Presidents absence or inability to serve.

The Vice President should be familiar with the President's Duties

## VICE PRESIDENT PROGRAMS

The VP of Programs shall assist the President in planning PTA programs for the school year.

The VP Programs should be available to perform planning functions for the current Academic Year before the school year begins and submit program plans for the 4 PTA meetings.

## VP BUSINESS/COMMUNITY LIAISON

The VP Business/Community Liaison shall help develop and oversee all fundraising activities.

Cultivate relationships with the community on behalf of our WCMS students and our school.

This includes handling all donations/sponsorships;

Promoting the businesses to our families.

Helping to provide opportunities for our students to interact with the community and government, etc.;

Bringing students' achievements to the attention of the community.

Develop other promotional activities as directed (such as selling PTA shirts, decals, etc.)

## (3) Chairs – Ways and Means

Will work with the VP Business and a committee to organize the annual WCMS 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 decided Fundraiser. (Note: There may be Two or Three Chairs for the fundraiser.) Work will concur during the fall and be completed by November.

## VP COMMUNICATIONS

The VP Communications shall 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. The VP will ensure the social media outlets remain current and updated; however, if the need arises, delegate to specified chair.

### Chair – Email Distribution

Shall be responsible for creating and maintaining an annual email distribution list and sending email notices about PTA and school events/activities, "The Bottom of the Backpack" to the email list on a regular basis, under the direction of the VP Communications.

### Chair – Website

Shall be responsible for maintaining the WCMS PTA website with up-to-date information, under the direction of the VP Communications, as requested by PTA board members and chairs.

### Chair – Newsletter

Shall be responsible for producing and distributing one print newsletter at the beginning of the year, and 3 additional electronic newsletters or as requested by the PTA BOMs. A dated guideline for distribution is to be provided to the President and VP.

### Chair – Public Relations/Student Activities Liaison

Shall be responsible for staying aware of all student activities/events and clubs and reporting back to the VP Communications.

### Chair – Public Relations

Shall promote students, school and PTA to the community and local news outlets under the direction of the President and the VP Communications.

Coordinate a committee of students and/or parents to attend, photograph and report on WCMS events and activities such as sporting events and band. (There may be up to 2 chairs.)

## VP CULTURAL ARTS

The VP Cultural Arts shall conduct the annual PTA Reflections Contest and Program, including the distribution of information and rules, arranging for judges, exhibition of entries, awards for winning entries, and submission of qualifying entries to further levels of competition and Coordinate other programs promoting cultural arts as approved by the BOMs.

Also planning and executing the Reflection Art award night, exclusive of the PTA general body meeting.

In addition, working within school to promote other art activities.

#### Chair – Cultural Arts

The cultural arts chair will work with VP cultural arts to help plan, promote and raise awareness of Reflection contest, as well as plan and help Reflections art award night.

The Reflection Art Award night is separate from a PTA general body meeting.

#### VP HEALTH AND SAFETY

The VP Health Room shall recruit and coordinate Health Room volunteers and ensure that the Health Room is supplied with necessary items to make it function properly as directed by the School Nurse.

Chair – Help VP of health and safety with necessary functions.

#### VP HOSPITALITY

The VP Hospitality shall oversee events and any other areas of hospitality as requested by the board. VP Hospitality must be available to assist Chairs under his/her responsibility with events and activities.

#### Chair – Teacher Appreciation

Under the direction of the VP Hospitality, arrange teacher appreciation activities/events which may include back-to-school breakfasts, parent/teacher conference snacks, teacher appreciation week and American Education Week and volunteer luncheons.

#### Chair – Staff Appreciation

Under the direction of the VP Hospitality, arrange staff appreciation activities/events which may include back-to-school breakfasts (with other Chairs), bus driver water days, and other events to thank our non-teaching staff.

#### Chair – Student/Family Events

Under the direction of the VP Hospitality, arrange activities/events for students and their families including Open House, Parent/Teacher conference snacks (with other Chairs), Student Treat Days, Muffins with Moms and Donuts with Dads, or other events as decided, to promote parent (guardian) and family involvement.

#### VP MEMBERSHIP

The VP Membership shall build an informed, active membership; this includes conducting a membership campaign (which starts at the beginning of the school year); oversee the student-driven membership campaign; maintain an accurate list of all members; and prepare reports to the President, Treasurer, Secretary and State PTA 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 West Fest Coordinators to insure accurate record keeping for incentives and prizes for the West Fest.

#### VP STUDENT ADVOCACY

The VP Student Advocacy shall oversee and direct any activities that pertain to the support and general welfare of our students as they experience Middle School at West Collierville.

The VP Student Advocacy shall organize the PTA student volunteers into appropriate committees or groups and be responsible for meeting with the student committees to solicit input on PTA programs and share that information back with the appropriate Chairs and VPs.

#### Chair – Legislation

Shall keep the membership informed of any local school board activities, as well as local, state or federal legislative action pertinent to our schools or our children's education and welfare.

#### Chair – Anti-Bullying Program

Shall coordinate our efforts to educate our school and community against bullying and to promote respect for diversity and individuality.

#### VP VOLUNTEERS

The VP Volunteers shall recruit and reward volunteers as needed for the PTA and WCMS.

This includes setting up volunteer tables at events,

Sending out appropriate volunteer forms;

Maintaining a current volunteer list and providing to VP and committee chairman;

Keeping track of volunteer hours to complete report for State PTSA;

Coordinating annual volunteer appreciation activity.

Chair – DOGS (Dads of Great Students)

Shall 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

shall work with librarian to coordinate annual Scholastic Book Fair in the fall and/or spring.

CHAIR – ROOM PARENTS/Box Top Coordinator

Shall oversee all areas that relate to responsibilities associated with room parents (e.g. assisting Hospitality chairs/ VP Health Room, Field Day, etc.);

Compile a room parent handbook and lead an orientation meeting for all room parents and teachers.

Work with Hospitality to develop ideas for Teacher Appreciation Week.

And support teachers.

Oversee Box Top collections and coordinate with Room parents along with distribution and coordination of awards.

VP Beautification – Work with WCMS 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.

Beautification – Chair

PARLIAMENTARIAN

The Parliamentarian shall be appointed by the President and approved by a majority vote of the BOMs.

Serve on the Executive Committee and the BOMs; shall be familiar with and have on hand at all meetings a copy of the accepted parliamentary procedure, Roberts Rules of Order, Newly Revised;

Shall serve as a non-voting member in an advisory position at all BOMs Meetings and general association meetings.

Upon request of the presiding officer, shall advise on questions of parliamentary law and matters of procedure; shall serve as an advisor to the Bylaws / Standing Rules Committee, Committee on Nominations and Leadership Development, and Lifetime Achievement Awards Committee.

Serve as a non-voting member at all meetings and General Body Meetings;

Advise on questions of Parliamentary law and matters of procedure;

Present “Parliamentary Procedure Highlights” at each BOMs meetings.