

# Renner PTA

## Officer and Chairman Volunteer Interest Form – 2010- 2011 School Year

The six officer positions to be recommended by the nominating committee and elected at the March 8<sup>th</sup> General Membership Meeting are: President, 1<sup>st</sup> Vice President – Programs, 2<sup>nd</sup> Vice President – Volunteers, 3<sup>rd</sup> Vice President – Ways and Means, Secretary and Treasurer. The President appoints the remaining Executive Board positions, Historian and Parliamentarian. Once the officers are in place, they will begin the process of appointing the Chairmen for Standing and Special Committees for the 2010 – 2011 school year. The duties of the PTA Officers and Chairmen are briefly described below. For a more complete description please refer to the Renner PTA by-laws posted on at [www.rennerpta.org](http://www.rennerpta.org).

**If you are interested in serving on the Board, please complete this form and return it to Renner, attention: Laura Morris, Parliamentarian, by January 29<sup>th</sup> to be included for consideration. Please contact Laura Morris at [parliamentarian@rennerpta.org](mailto:parliamentarian@rennerpta.org) if you have any questions about the election process or job descriptions.**

PTA Member Name _____	Phone _____
Student(s) at Renner: (2010-2011 school year)	
Name _____	Grade _____
Name _____	Grade _____
Name _____	Grade _____
I wish to be considered as a candidate to serve as an officer or chairman in the area(s) checked:	

### OFFICERS

#### \_\_\_\_ President

Coordinates the work of the officers and committee chairmen. Presides at all meetings of the association, and represents the local unit as a delegate to council, State and National PTA.

#### \_\_\_\_ First V.P. – Programs

Acts as Aide to the President. Plans educational, parenting, special, and general PTA meeting programs.

#### \_\_\_\_ Second V.P. – Volunteers

Organizes and coordinates all volunteer programs and/or activities. Maintains record of all volunteer hours.

#### \_\_\_\_ Third V.P. – Ways and Means

Organizes and coordinates all fundraising activities and develops fundraising strategy.

#### \_\_\_\_ Secretary

Records minutes of all meetings, notifies board members of upcoming meetings, keeps attendance records and maintains PTA office supplies.

#### \_\_\_\_ Treasurer

Acts a custodian of all PTA funds, maintains all bank records and presents financial statements, prepares tax return for year served. Also serves as Chairman of budget committee.

#### \_\_\_\_ Historian

Acts as custodian of records and materials related to the history of the PTA, records school/PTA events and activities, prepares school scrapbook. Works closely with the Yearbook committee.

#### \_\_\_\_ Parliamentarian

Coordinates yearly by-laws review committee and nominating committee and attends all PTA meetings.

### STANDING COMMITTEES

#### \_\_\_\_ Arts in Education Chairman

Responsible for the publicity, promotion and participation in the National PTA's Reflection program.

#### \_\_\_\_ Environment Chairman

Responsible for the promotion and participation in environmental awareness programs including the PTA's EPA Poster Contest.

#### \_\_\_\_ Faculty Representative

Serves as a liaison between the faculty and the PTA executive board.

#### \_\_\_\_ Hospitality/Newcomer Chairman

Coordinates a hospitality committee. Responsible for Back to School coffee, Renner family social activities. Newcomers' coffees, PTA Winter and End of Year luncheons. Maintains hospitality supplies.

\_\_\_\_ **Legislative Chairman**

Attend meetings of the Plano ISD Board of Trustees and report to executive board. Keeps aware of the Legislative actions of the Texas and National PTA.

\_\_\_\_ **Renner Round-Up Chairman**

Procures news information/articles to develop and publish the Renner Round-Up.

\_\_\_\_ **Safety/Youth Protection Chairman**

Plan and develop programs for securing protection for neighborhood youth. Develop, coordinate, and monitor all safety programs.

\_\_\_\_ **School Store Chairman**

Responsible for the selection and sales of all school store items. Maintain purchase records, weekly deposits with treasurer. Selling of school supplies at registration.

\_\_\_\_ **Teacher Appreciation Chairman**

Plan and organize faculty/staff appreciation activities. Staff in service luncheon, six week teacher treats, winter luncheon and Teacher Appreciation Week activities.

\_\_\_\_ **Spirit Wear Coordinator**

Select, sell and distribute all spirit wear.

**SPECIAL COMMITTEES**

\_\_\_\_ **Birthday Cake Coordinator**

Coordinate volunteers to provide a cake to recognize faculty birthdays.

\_\_\_\_ **Book Fair Coordinator**

Schedule, promote and implement all book fairs.

\_\_\_\_ **Calendar and Activities Line Coordinator**

Secure school calendar dates for publication and sale at registration. Record weekly activities on the phone line.

\_\_\_\_ **Care Coordinator**

Send greeting cards (congratulations, sympathy) or memorials to Faculty/staff.

\_\_\_\_ **Casserole Coordinator**

Coordinate all activities to provide casseroles for staff at the end of the year.

\_\_\_\_ **Community Outreach Coordinator**

Responsible for planning, maintaining and publicizing collections from Renner students for non-profit organizations. Works with Counselor's for the Families In Need Fund.

\_\_\_\_ **Directory Coordinator**

Responsible for organizing, developing, publication and distribution of a school student directory.

\_\_\_\_ **Directory Advertising Coordinator**

Responsible for soliciting, procurement, billing, and final advertising inclusion in the Renner student directory.

\_\_\_\_ **Library Volunteer Coordinator**

Responsible for scheduling volunteers to assist the Librarian as needed.

\_\_\_\_ **Office and Copy Coordinator**

Responsible for scheduling volunteers for photocopying, and for the front office and counselors and other projects.

\_\_\_\_ **PTA Website Coordinator**

Develop and maintain PTA website with pertinent and current school year information.

\_\_\_\_ **Partnership Coordinator**

Develop and maintain PTA contacts with potential partnership organizations and secure donations for designated events.

\_\_\_\_ **Round-Up Distribution Coordinator**

Responsible for labeling and mailing the Renner Round-Up.

\_\_\_\_ **Staff/Team Luncheons Coordinator**

Coordinate volunteers to provide a luncheon for each Renner faculty team and the administration. One coordinator per grade.

\_\_\_\_ **Student Socials Coordinator**

Coordinate two school-sponsored student socials, one per semester. Work with school personnel in implementing 8<sup>th</sup> Grade End-of-School event.

\_\_\_\_ **Yard Sign/Decal Coordinator**

Work with school personnel in coordinating the sale and distribution of activity related yard signs and vehicle decals.

\_\_\_\_ **Science Fair Chairman**

Coordinate the Science Fair with the Science teacher who is in charge of the Renner Science Fair. Enlist any volunteers that might be needed for the event.

\_\_\_\_ **Yearbook**

Work with the faculty member producing the Renner yearbook. Duties will include taking pictures at events and helping with page layouts when needed.