

Sign up now to help with NEXT year's PTA Board.

It is time to elect our PTA Board for the 2010/2011 school year.

Please return this flyer to the school office or to your child's teacher by Friday, **April 9th** to let us know what position you are interest in performing.

Please include your contact information so that we may contact you to set up a time to discuss your interest.

All positions are currently open. Please review the job descriptions on the back of this flyer and check one or more positions below that you would be willing to perform.

- _____ President
- _____ Vice President
- _____ Treasurer
- _____ Secretary
- _____ Parliamentarian
- _____ Community & School Liaisons
- _____ Translation & Interpretation
- _____ Membership Chair
- _____ Fundraising Chair
- _____ Halloween Carnival Chair
- _____ Sixth Grade Activities Chair
- _____ Merchandise Chair

NAME: _____ TELEPHONE: _____

EMAIL: _____

STUDENTS NAME: _____ ROOM #: _____

If you would like a PTA Board Member to contact you regarding your possible interest, please email us at whitmanpta@whitmanpta.com or call the school office at 858/273-2700.

PRESIDENT: Ensures the general operations of the local unit conform to state and Local PTA standards, and provides support to individual committees.

VICE PRESIDENT: Supports the President in all activities and provides support to individual committees.

TREASURER: Maintains accurate records of financial transactions and conducts financial business on behalf of the organization as well as overseeing the adopted budget, ensuring that expenses fall within budgeted amounts.

SECRETARY: Records and publishes, includes posting online, minutes of meetings, PTA calendar and other PTA proceedings. Prepares PTA correspondence and maintains PTA Roster and PTA Calendar of events and working with the Web Developer for posting such on the PTA website.

PARLIAMENTARIAN: Responsible for attending monthly PTA meetings and ensuring the correct meeting protocol is followed.

COMMUNITY AND SCHOOL LIAISONS

Community Service: Coordinate, publicize and carry out community service programs at Whitman, such as a food drive, book drive, etc.

Business Partner Liaison: Effectively establish, maintain, build and manage client relationships at all levels. Coordinates activities and facilitates timely delivery of services and projects to each client in functional areas. Understand and stay up-to-date on the client's business situation, strategy and needs. Must be client-focused and have good accounting skills.

Legislative Liaison: Work with school district and school interest groups. Communicate issues to the Whitman community. Strong teamwork orientation, understanding what the groups best interests are and serve through smooth and seamless delivery.

Donations, Grant Writing and Research: Research available grant opportunities. Identify, research and collect (information and prepare grant proposals) necessary information of potential funding sources. Assist in writing proposals and mailing them out in a timely fashion. Researches prospects (targeting potential and current major donations and fundraisers. Process all donations information, receipts, deposit once you receive the information. Solicit input from teachers and administration.

TRANSLATION AND INTERPRETATION PROGRAMS

Translation and Interpretation Committee: This team performs the indispensable function of easing English-Spanish communication within the Clairemont community. Committee members translate written materials-including flyers, notices and the PTA Newsletter-and provide interpretation services during PTA meetings, parent-teacher conferences, and other events. Come join us!

Bilingual Translations: Tutor must be fluent in English (Communicate and translate clearly, orally, and in writing) and work well independently with students. Spanish language skills highly desirable.

MEMBERSHIP CHAIR: The membership committee recruits new PTA members and keeps the Clairemont community aware of the PTA and its functions throughout the year. The committee maintains a current list of members. The membership committee is busiest in the beginning of the school year when new members are being recruited and returning members are re-registering.

FUNDRAISING CHAIR

Plan and coordinate fund raising activities. Supports the PTA through fundraising activities which provide the PTA with its operation budget. This usually involves two major fund raisers (fall and spring) and two minor activities (ex. General Mills Box Tops for Education). Review and process fund raising orders. Oversee delivery and pick-up of orders. Coordinate volunteers and publicity. Busiest times: September/November and January/March. The committee is responsible for, but not limited to, organizing, advertising, and running all major fundraisers.

CARNIVAL CHAIR / COMMITTEE CHAIR: Coordinate or work on this major fundraising event held in October.

SIXTH GRADE ACTIVITIES COMMITTEE

Sixth Grade Graduation: Coordinate the sixth grade graduation ceremony in spring.

Sixth Grade Fundraising: Plan and coordinate fund raising activities. Provide various ways for students to earn money towards, retreats, day camps and other opportunities.

MERCHANDISE CHAIR: Coordinate Whitman school merchandise sales and track inventory.