



# PTA NOMINATION & ELECTION PROCESS

# WHY THE PTA?

**The main role of our PTA (Parent Teacher Association) is to build strong working relationships among parents and teachers in support of students.** This includes recruiting and coordinating volunteers, organizing parent education events, planning teacher appreciation activities and much more.

Shaw Montessori is a wonderful community because of its extensive parental support and the volunteer contributions of people just like you! Please consider getting involved for the upcoming school year.

# A FEW COMMONLY ASKED QUESTIONS

## **Who is able to serve as a PTA officer?**

PTA officer positions are open to any Shaw parent or other relative and do not require previous PTA experience. All officers must be registered PTA members for the school year they serve.

## **What are the basic job responsibilities?**

- Fulfill the role's position description.
- Keep your position information well-organized to help train your successor.
- Elected officers should attend the majority of PTA events, planning meetings (typically once a month for one hour) and community meetings (typically the third Wednesday a month from 6-7PM).

# A FEW COMMONLY ASKED QUESTIONS

## **How do PTA officer positions get filled?**

- In March/April, nomination forms are sent by email to the entire Shaw community. An electronic nomination form may be accessed here: <http://goo.gl/forms/gT2sxRvMbg>
- Nominees must be submitted by the first Monday in May to Principal Engdall.
- You may nominate yourself or someone else. The PTA will follow up.
- Elections take place at the final PTA meeting of the school year. Incoming officers are contacted before the last day of school regarding next steps.

## **Can more than one person hold the same role?**

- Over the years the PTA has found it's more effective for just one person to take responsibility for a role but there are no official rules on this.
- Those sharing a role will need to take equal responsibility to ensure the work is done.

# WHAT PTA OFFICER POSITIONS ARE AVAILABLE FOR NOMINATION?

1. President (Elected)
2. Vice President (Elected)
3. Secretary (Elected)
4. Treasurer (Elected)
5. Communications Officer (Appointed)
6. Membership Officer (Appointed)
7. Outdoor Environment Sustainability Officer (Appointed)
8. Tasty Tuesday Officer (Appointed)
9. Fall/Spring Fundraiser Officer (Appointed)
10. Event Officers for Bingo, Fall Festival, Sweetheart Dance, Lego Night, and Raffle (Appointed)

# PRESIDENT

**Time Commitment: 5 hours per week, varies**

**Busiest Times of Year: beginning of the year but flattens out**

**Responsibilities:**

Oversight of overall objectives and strategies of PTA (including fundraising objectives, community building events, educational events, etc.).

Act as liaison between parents and principal/staff.

Approve agenda and facilitate monthly PTA meetings.

Submit a PTA update for school newsletter.

Create a back-to-school electronic mailing for all parents in August to relate upcoming PTA meetings and events.

Collaborate with the Principal to create annual school PTA events calendar.

Collaborate with Treasurer to create annual PTA budget.

Speak at Back to School Night and other events as needed.

Ensure the PTA is in good standing with the State PTA Board as a registered non-profit.

# VICE PRESIDENT

**Time Commitment: 2-4 hours per month, varies**

**Busiest Times of Year: beginning of the year but flattens out**

## **Responsibilities:**

Support President's duties as needed.

Supports PTA community meeting logistics to include officer attendance, babysitting, and food/beverage.

Oversees the school tax credit drive ensuring information about the school tax credit is effectively communicated to the school community; ensures the funding goal established by the Principal is met.

Maintain the organization of the PTA room and supplies.

# SECRETARY

**Time Commitment: 2-3 hours per month, busiest following each PTA meeting**

## **Responsibilities:**

Take minutes at PTA general meetings, type, distribute, and ensure they are approved at the following general meeting.

Submit approved minutes to include on the school website.

Attend PTA planning meetings and take minutes.

Maintain a complete file of all approved minutes, agendas, and materials distributed at any official PTA meeting.

Check PTA mailbox and email account.

# TREASURER

**Time Commitment: 4-6 hours per month, including attending PTA meetings**

**Busiest Times of Year: Ongoing, some summer work preparing budget for fall**

## **Responsibilities:**

Collaborate with the PTA President to generate the annual PTA budget.

Prepare the annual audit and tax return.

Pay bills and reimbursements as required.

Record deposits and expenditures.

Oversee ongoing PTA finances, ensure adherence to approved PTA budget.

Prepare and present budget report for each PTA general meeting.

# COMMUNICATIONS OFFICER

**Time Commitment: 4-6 hours per month, busiest leading up to PTA sponsored events**

## **Responsibilities:**

Draft and submit for principal approval email messages for distribution to teachers/classroom email parents as needed.

Ensure PTA sponsored events in Volunteer Spot are updated and accurate.

Work with events/fundraiser officers to create and distribute fliers, posters, and other communications materials.

Ensure the PTA information on the school website is accurate including the events calendar.

Manage the content of the school Facebook page and the private parent group.

# FALL/SPRING FUNDRAISER OFFICER

**Time Commitment: 2-3 hours per month**

**Responsibilities:**

Coordinate fall t-shirt sales (spring sales if needed).

Organizes two sales events – the fall semester (before the holidays) and the spring semester; get feedback from the PTA members to determine which vendors/items are best to sell.

Coordinate all logistics to ensure a successful event.

Provide fundraiser details to the Communications Officer.

Work with the Treasurer to ensure funds are accounted for.

Manage the different ways the Shaw community can give: Amazon Smiles, Mighty Nest, Small Hands, Target, Safeway (seeks other opportunities that have a strong potential to provide funds and eliminates efforts that are not productive or expired).

# MEMBERSHIP OFFICER

**Time Commitment:** 1-3 hours per week at beginning of year; flattens out after the fall semester

**Busiest Times of Year:** September – November

## **Responsibilities:**

Coordinate PTA membership drive.

Create membership envelopes/forms for distribution, collect envelopes/forms & maintain an electronic record of memberships.

Collect, count, and deposit membership money with Treasurer.

Organize a PTA information table at each school event.

Ensure PTA meeting attendance online sign ups are available on Volunteer Spot.

# OUTDOOR ENVIRONMENT SUSTAINABILITY OFFICER

**Time Commitment: 2-3 hours per month**

## **Responsibilities:**

Work with OE teachers to coordinate Parent Work Day in the Garden.

Manage Volunteer Spot for the OE and work to enlist volunteers.

Seek school community donations (plants, seeds, tools, classroom works, etc.).

Seek Phoenix community vendor donations (food for OE events, supplies, sponsorship, etc.).

Seek grant opportunities to support the OE.

Write grants as needed under the direction of Principal Engdall.

Work with the Vice President to drive annual income tax donations.

# TASTY TUESDAY OFFICER

**Time Commitment: 2-3 hours per month – August – May**

## **Responsibilities:**

Set the Tasty Tuesday calendar.

Find vendors to host Tasty Tuesday events.

Coordinate all logistics to ensure a successful event.

Work with the Communications Officer to provide event details to share with the school community.

Work with the Treasurer to ensure funds are received.

Maintain strong relationships with vendors, providing thank you letters and offering tax exempt letters as needed.

# EVENT OFFICERS

**Time Commitment: 2-3 hours per month leading up to the event (the Fall Festival Officer has an average 5 hours per week commitment early summer through fall)**

## **Responsibilities:**

Recruit and lead the planning committee for each event.

Coordinate all logistics to ensure a successful event.

Ensure costs are within the approved budget.

Work with the Communications Officer to provide event details.

Work with the Treasurer to ensure funds are accounted for.

Enlist volunteers and ensure Volunteer Spot reflects volunteer needs.

Seek vendor donations of food, entertainment, supplies, etc. in order to have a minimal PTA out-of-pocket cost.