



2018/2019 PTSP BOARD NOMINATION FORM

Position are one full year commitment (June 2018-May 2019). If you are interested in serving on the board, please fill out and return form Lisa Thompson, PTSP Board President (lisathompson@thompsontrust.com) by May 5th, 2018. No late forms can be accepted. Elections will be held at the final General PTSP Meeting on Tuesday, May 15th at 5:30pm.

NOTE: Please ensure you can attend all meetings before completing form. Board meetings are currently held the first Friday of each month at 8:00 am and general meetings are held on the 3rd Tuesday of each month at 5:30 pm at MS/HS. In addition, you must be willing to complete a background check and fingerprints for bonding.

_____ **President** - Presides over meetings, works directly with principals and administration, sets meeting agendas, reviews and submits eblast information, updates Facebook page, creates subcommittees, attends scheduled PTSP events in cooperation with Vice President, acts as spokesperson for the board.

_____ **Vice President** - Assist President as needed, run meetings in President's absence, must attend half of general meetings and half of PTSP scheduled events in cooperation with President, coordinates screening/fingerprinting of all potential board members, coordinates teacher welcome back breakfast at beginning of school year.

_____ **Secretary** - Responsible for working with President on monthly agendas, taking board meeting minutes and distributing to the board. Also responsible for maintaining the minutes and making them available to all board and general meetings and sending meeting reminders. Responsible for creating and maintaining all forms and documents for board, updates and edits to school calendar of all PTSP meetings and events.

_____ **Treasurer** - Responsible for reporting the fiscal picture of the organization. Ideally, this person will have a background in accounting or finance to make sure the organization's budget is on track. Prepare a financial report for each board meeting and an event report for all fundraisers. Oversees all incoming funds and deposits. Responsible for tax filings as well as all business filings.

_____ **Dir. of Communications** - Assisting with PTSP marketing for all PTSP events, serve as Web Master responsible for creating, managing and organizing content on PTSP website, review school calendar periodically for accuracy of PTSP events, send thank you cards to VOM and sponsors of events

_____ **Dir. of Fundraising ELEMENTARY** - Responsible for overseeing and identifying potential fundraising opportunities and working closely with the President, Special Events Chair and Committees. Will report to the board monthly on these events - Must assist with Walk-A-Thon.

_____ **Dir. of Fundraising MIDDLE/HIGH SCHOOL** - Responsible for overseeing and identifying potential fundraising opportunities and working closely with the President, Special Events Chair and Committees. Will report to the board monthly on these events - Must assist with Walk-A-Thon

_____ **Dir. of Special Events ELEMENTARY/MIDDLE/HIGH** - Responsible for overseeing the organization's special events - Carnival, Family Nights, Boo Hoo Breakfast, Breakfast with Santa, Teacher Appreciation Luncheons as scheduled.

_____ **Dir. of Volunteers** - Responsible for assisting the Administration, Board Members and Chairs in recruiting needed volunteers for events and school functions. Maintain Box Tops Fundraiser. Must attend major events to supervise volunteer check-in and assignments

3 Positions for Liason:

CIRCLE ONE: **Elementary** **Middle** **High School**

Liaisons will attend events and meetings and report back to the board information for their grade levels. They will work to promote general meetings and events. Additionally, they will be a voice for the parents. Middles School MAL is responsible for coordinating quarterly awards parties which includes providing food using PTSP budget and securing volunteers to assist.

Name: _____
Phone: _____ Email: _____
Children(s) names and current grade: _____