Become a part of Chaparral Elementary School history! ★
The Chaparral PTA is building a new Board of Officers for the 2010-11 school year.

Join the fun! Make a difference!
Get involved! Make your child proud!

Please read the reverse of this page for a brief description of the positions.

FAQ:

Q: I’ve never been to a PTA meeting! I’ve never participated before! Can I still submit an interest form to be an Officer?
A: Sure! No experience is necessary. You will be trained on the position you are elected for and will have support along the way. All you need is a desire to help the school, the willingness to make things happen and a fun attitude!

Q: I’m so busy! How much time does being an Officer take?
A: On the reverse, you’ll see descriptions of each position including an estimation of how much time the position requires. It is also noted if there is a “busy season” for the position.

Q: As an Officer, I know I would have to attend monthly meetings. When are the meetings?
A: In general, our PTA meets once per month, alternating between General PTA meetings and meetings that are just for the Executive Board (officers and committee chairs). The meetings vary in order to give parents the fair chance to attend. Some are at 8am, some are at 1pm and others are at 6:30pm. Once the Board is elected, they will decide as a group what times work best.

Q: Why be an Officer and how long would I need to hold the position?
A: Holding an Officer position with the PTA is a great way to help establish the direction our school takes. As an Officer, you will decide on important events, fundraisers, programs and purchases that our PTA partakes in. It’s a great way to show your children that education is important to you! It is our hope that elected officers will hold their position for 2 consecutive years, however as circumstances change, we always hold an election in the spring so it is possible for an officer to only be in office for one year.

Please see reverse for descriptions and form to be completed.

All forms are due no later than Friday, February 26, 2010.
Contact Ann Marie at amj@cox.net with questions or for more information.

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Chaparral PTA Board of Officers 2010-11

Please submit this form to the front office by February 26th.

I am interested in the position(s) checked below.

Name: ____________________ Phone: _____________ Email: __________________

All Officer positions require that you attend PTA meetings at the school once a month.

☐ **President**: Responsibilities include leading the PTA toward specific goals set by its members, preparing a master calendar, participating in annual budget planning, coordinating with other leaders to ensure successful execution of PTA events, attending monthly 2-hour CUSD district PTA meetings, conferring with Mr. McGann, presiding over monthly Chaparral PTA meetings. This position takes approximately 8-15 hours per month with September, October and May being the busiest months.

☐ **Executive Vice President**: Supports presidential duties; oversees the implementation of all planned activities by making sure committee chairmen are staying on track with specific events. This position takes approximately 5 hours per month, depending on the strength of the Board.

☐ **Vice President of Membership**: Establishes PTA membership goals, creates membership theme, communicates the benefits and importance to parents, keeps track of our membership participation. This position requires some planning in August. Busy months are September & October—approximately 1-2 hours per week during this time.

☐ **Vice President of Ways & Means**: Oversees the various chairmen responsible for raising funds needed to meet the proposed annual budget, creates fun and meaningful activities surrounding our fundraising efforts (i.e. the “Triathlon” of reading, writing and running), works closely with Student Council to coordinate efforts surrounding PTA events. This person should enjoy planning activities, be organized, and the ability to work well with others. This position’s time commitment is constant throughout the year and is dependant upon the work of event Chairmen—perhaps 4-5 hours per month on average. This person will begin planning for next year during the current school year (in May/June 2010).

☐ **Vice President of Programs**: Oversees, plans and implements Family Fun Nights, Parent Education Nights, and other special student activities, such as Reading Olympics. This position’s time commitment is also constant throughout the year and is dependant upon the work of event Chairmen—perhaps 4-5 hours per month on average.

☐ **Recording Secretary**: Records and maintains monthly PTA meeting minutes, maintains bylaws, records association records. This person should have the ability to listen carefully and take, then type notes. Approximately 2-3 hours per month, including attendance at meetings.

☐ **Treasurer**: Helps to develop a budget with input from a budget committee, acts as custodian of association funds, pays by check all bills duly authorized, keeps a monthly balanced ledger and reports expenditures and balance at monthly Chaparral PTA meetings. This position is ongoing throughout the school year. This person should be on-hand on a regular basis to cut checks. Additionally, this person should have strong budgeting/bookkeeping skills.

☐ **Financial Secretary**: Issues receipts for all monies received and deposited, maintains records of all funds counted using the “cash verification form,” delivers all deposits to the designated bank. Time commitment is minimal, however constant throughout the year. This person should be available to secure monies after each event.

☐ **Auditor**: Performs audits as specified in the bylaws, reviews receipts and disbursements. Audits are typically performed mid-year and again at the conclusion of the school year in June.

☐ **Legislative Representative**: PTA Legislation Chairs are responsible for demonstrating leadership on children’s issues at the local level by educating PTA members, community members and elected officials about PTA’s issues of concern and legislative priorities and goals. This position can be as “busy” as you make it! Simply attend legislative meetings or take it further and make trips to Sacramento to act as the voice of the PTA! This person should have an awareness of politics and government.