

HIGHLAND OAKS PTSA 2011-2012 Officer Nominations

At the November PTSA Meeting, 5 members were elected to serve on the nominating committee. It is the responsibility of the nominating committee to recognize and seek qualified nominees for next year's PTSA executive board. Listed below are the offices and job descriptions that will need to be filled. Please write in your own name and/or the name(s) of others you would like the Nominating Committee to consider. There are many "entry level" positions available and we'd like to see some new faces and names on the board next year. We need and value your input, as we don't want to overlook anyone! Thank you!

President: _____
(Oversees all HOPTSA activities, presides at meetings, and serves as the official representative of the HO PTSA.)

Executive Vice President: _____
(Provides support to the president and acts as Procedure Book Chairman. May be called upon to fill in for the president at various functions.)

First Vice President: Programs (aka Director of Programs): _____
(Coordinates Honorary Service, Installation, Friends of the Library, Family Reading Nights, Rockin' Recess, Rolling Readers & Teacher Appreciation.)

Second Vice President: Communications (aka First VP): _____
(Coordinates the weekly newsletter (Hawk Talk), and oversees Chinese Translation, Directory, HOPTSA.org and HOPTSA list serve. Works with local news organizations and district personnel to publicize Highland Oaks' activities and events throughout the year.)

Third Vice President: Legislation (aka Legislation Chairman): _____
(Coordinates legislation information and attends the Legislation Conference.)

Fourth Vice President: Room Representatives (aka Third VP): _____
(Recruits Room Representatives. Provides initial training and communications to Room Reps throughout the year.)

Fifth Vice President: Orientation and Information (aka Director of Orientation): _____
(Coordinates New Parent Orientation and oversees Kindergarten Welcome Wagon and First Day Coffee.)

Sixth Vice President: Membership (aka Membership Chairman): _____
(Coordinates and runs the PTSA membership drive.)

Seventh Vice President: Ways and Means (aka Second VP): _____
(Administers major fund-raiser(s) as required throughout the year.)

Recording Secretary: _____
(Records minutes at all HOPTSA meetings and distributes them. Works with the president and treasurer in assuring accuracy.)

Corresponding Secretary: _____
(Writes and sends all appropriate correspondence for HOPTSA. Reads correspondence at meetings.)

Treasurer: _____
(Oversees all financial business for HOPTSA. Responsibilities may include paying bills, cash disbursements, budget planning, financial reporting, bookkeeping, and files the annual tax return.)

Financial Secretary: _____
(Collects and deposits all funds for HOPTSA. Needs to be available for events where money is collected. Maintains a record or log of all deposits.)

Auditor: _____
(Conducts an audit of the financial records twice a year.)

Historian: _____
(Keeps track of all volunteer hours and compiles a historian book with flyers and photos from events throughout the year.)

All completed forms should be returned by Tuesday, January 7, 2011. Forms should be returned to the collection box located in the school office. *All forms are strictly confidential.*

Questions? Please e-mail HOPTSA Parliamentarian: Irene Caputo, irenecaputo@hotmail.com

Optional:

Submitted by:
Present Position(s):
Positions you'd like to repeat:
Possible replacement for your present position: