

OAK GROVE PTA is looking for You!

It is time for our current PTA Board to begin the nominating process for next school year's board. Oak Grove PTA is a community of parents believing that through volunteering our time, we can improve the educational opportunities of our students. Outgoing PTA members are willing and happy to mentor new members as they become acquainted and bring new ideas to the group. Your time is valuable and every All-Star student is depending on you to step up if you can.

The PTA Nominating Committee must have a slate of executive officers at the February 13th PTA meeting in order to hold elections in March. Contact Catrina Bryant at catbryant4oakgrovepta@yahoo.com or return the bottom portion of this flyer.

Elected Positions:

President – The President presides at all meetings of the association and the executive board. He/she coordinates the works of officers and committees of the association and appoints chairpersons for the various committees. The President signs all authorizations for payment with the recording secretary, is responsible for preparing the unit annual report required by the State PTA, is the official representative of the unit at council meetings, approves all newsletters, flyers and/or notices prior to approval by Principal, has all contracts and/or legally binding documents approved by the association, and performs any other duties that may be prescribed in the PTA bylaws or assigned by the association.

Vice President - The Vice President acts as an aide to the President and shall perform the duties of the President in the absence or disability of that officer to act.

Treasurer - The Treasurer keeps accurate and permanent records of all receipts of gross income and expenses of the association. He or she chairs the budget committee and prepares the budget for adoption by the association, receives and records all deposit receipts received from the financial secretary for the association, pays all bills as authorized by the executive board or the association, securing two signatures on all checks. She/he keeps the membership informed of expenditures as they relate to the budget adopted by the association, presents a treasurer's report at every meeting of the association and executive board and prepares the documentation necessary for the PTA's auditor to perform the semi-annual audit.

Recording Secretary – The Recording Secretary keeps an accurate record of the proceedings of all meetings of the association and the executive board, signs all authorizations for payment for the expenditure of funds following approval by the association or the executive board.

Financial Secretary – The Financial Secretary receives all money for the various committee chairpersons, giving a receipt and immediately depositing into the association's approved bank account. Upon deposit, gives the deposit receipts to the Treasurer. She/he keeps an accurate record of all receipts, prepares and presents a monthly report of deposits at every meeting of the association and executive board, and performs other duties as may be delegated to the financial secretary.

Auditor – The Auditor audits the books and financial records of the association semi-annually, in January and July, presents a written report to the association and executive board for adoption. Audits the books upon resignation of the treasurer or financial secretary and at any time deemed necessary.

Historian – The Historian assembles and preserves a record of the activities, achievements and volunteer hours of the association. She/He acts as custodian of records and other materials pertinent to the history of the association.

Parliamentarian – The Parliamentarian attends all meetings of the association and executive board and gives necessary advice in parliamentary procedure when requested. Calls the first meeting of the nominating committee, giving instructions in procedure, and chairs the bylaws committee, reviewing the bylaws and standing rules annually.

Chairperson Positions:

All-Star Bash – Coordinate a team of volunteers, plan, and facilitate the Spring Fair.

All-Star Bash Silent Auction – Find sponsors and coordinate basket donations from each classroom and teacher donated services for Silent Auction.

Art Masters – Works with Art Masters Teachers and Company to schedule instruction sessions, schedules lectures and coordinates preparation of materials.

Book Fair – With a team of volunteers, plan and facilitate Book Fair two times a year.

Campbell’s Soup Labels/Box Tops for Education – Collect labels and box tops and submit to vendor at the end of school year.

Community of Giving – Organize campaign in September and January. Collect and log donations received.

Directory – Coordinate production and sales of Student Directory.

Domino’s Pizza Night – Work with vendor to distribute coupons day of event (monthly).

Escrip - Coordinate the promotion and maintenance of this online fundraiser.

Family Nights – Coordinate the family nights planned by the PTA.

Imagination Machine – Liaison between Imagination Machine and school, coordinating date and time and materials for school assembly (1-2 assemblies only).

Literacy Week - Coordinate with team of volunteers for a week of Literacy events.

Legislation – Attend all council legislation meetings and report at board and association meetings on any pending legislation which affects our students and public schools in CA.

Membership – Organize Year-long Membership campaign in September and January. Create advertising flyer and maintains an accurate list of all PTA memberships.

Reflections – Attend district or council training, promote, oversee and coordinate reflections art program. Recognize all participants.

Recycling Ink Cartridge Program – Coordinate the collection and submittal of ink cartridges.

Red Ribbon Week – Coordinate with team of volunteers for one week “Healthy Choices” campaign.

Spirit Wear – Order, sell and keep inventory of school spirit merchandise.

Tiles for Technology – Advertise sale of tiles and facilitate decorating and installing tiles for school wall.

Variety Show – Plan and coordinate auditions, set design, and acts during performances.

Volunteer Coordinator – Create and Maintain volunteer database and help chairpersons find volunteers as needed.

Website - Maintain and update the PTA website on a weekly/monthly basis.

Welcome Back Brunch – Plan and coordinate Welcome Back Brunch for the teachers the day before school starts.

Yearbook (2 People) – Coordinate a team to create the yearbook.

Please Cut Here and Submit to Your Child’s Teacher BY Friday, January 26, 2007. Thank you!

Name _____

Email: _____

Phone: _____

Child’s Name: _____ Teacher: _____

I am interested in the following board and/or chairperson positions:

