

MacArthur PTSA Needs You!

The MacArthur PTSA Nominating Committee is in the process of nominating individuals for the 2019-2020 school year PTSA Board. Below is a brief explanation of each position. **If you are interested in holding a position, please fill out the attached form and return it no later than _____.** Whether you currently hold a position or are new, ALL interested individuals should return the form. Please note that some positions do not require a lot of time and can be held by working parents, grandparents, etc. Please list your top three interests to ensure desired placement.

All are welcome and encouraged to consider serving!

OFFICERS

PRESIDENT

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, perform administrative and leadership duties, and fulfill and perform all duties listed in the By-Laws and Standing Rules.

PRESIDENT-ELECT

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, perform administrative and leadership duties, and fulfill and perform all duties listed in the By-Laws and Standing Rules. President-Elect shall automatically become President at the end of the term.

1st VICE PRESIDENT

Attend ALL board and general PTA meetings, serve as aide-to-the-president, be in charge of programs, preside in the absence of the president, take FLO I & II training, attend all NECPTA related training, and fulfill and perform all duties listed in the By-Laws and Standing Rules.

2nd VICE PRESIDENT

Attend ALL board and general PTA meetings, be in charge of fundraising, manage and oversee Brahma Bucks fundraiser, take FLO I & II training, attend all NECPTA related training, and fulfill and perform all duties listed in the By-Laws and Standing Rules.

TREASURER

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, maintain PTSA financials including balancing checkbook, issuing checks and making deposits, provide regular reports of budget and account/s to board and membership, chair the Budget Committee, and fulfill and perform all duties listed in the By-Laws and Standing Rules.

SECRETARY

Attend ALL board and general PTA meetings and provide accurate records of these proceedings, take FLO I & II training, attend all NECPTA related training, and fulfill and perform all duties listed in the By-Laws and Standing Rules.

PARLIAMENTARIAN

Attend ALL board and general PTA meetings and have a working knowledge of the bylaws, take FLO I & II training, attend all NECPTA related training, and fulfill and perform all duties listed in the By-Laws and Standing Rules.

STANDING COMMITTEE CHAIRS

ADEPT (Alcohol and Drug Education, Prevention, and Training) CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, work with school counselors or sponsor group to schedule and organize events for Red Ribbon Week. This includes decorating the school and promoting the week.

ARTS IN EDUCATION CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, encourage and organize student participation in the PTA REFLECTIONS PROGRAM (arrange campus level judging and awards, act as campus liaison to students whose entries advance and to NECPTA Reflections Chair).

BLOSSOM SCHOLARSHIP CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, coordinate and organize senior students interested in teaching to participate in the NECPTA Blossom Scholarship (Arrange campus level interviews, act as campus liaison to student (selected as honoree) and to NECPTA Blossom Scholarship Chair).

COUNCIL DELEGATE

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, attend ALL North East Council of PTA meetings in order to relay the latest district information to the local unit (the six meetings are typically at 9:30 A.M. at the Piper-Bass Student Center).

FACULTY APPRECIATION CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, organize and oversee recognition of school staff on selected occasions with events including luncheons (i.e. Custodian Appreciation Day, Food Nutritional Servers Day, Counselor's Day, Admin Asst Day, School Nurse Day, etc.).

HOSPITALITY CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, organize, set up and serve refreshments for various PTSA meetings/events as requested.

LIFE MEMBERSHIP / FOUNDERS DAY CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, distribute life membership nomination forms, coordinate selection

committee, submit awards paperwork to the Texas/ National PTA, arrange for award presentation at December PTSA membership meeting, act as campus liaison to NECPTA Founder's Day Chair and ensure Mac award recipients are invited to district Founder's Day ceremony in February.

MEMBERSHIP CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, promote and encourage membership, solicit new members to achieve monthly Texas PTA contest, collect dues and prepare/issue membership cards, submit information to Texas PTA, maintain current member list and have it available at each board and membership meeting.

VOLUNTEER COORDINATOR CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, maintain volunteer spreadsheet, and distribute to board members as updated.

WEBSITE/SOCIAL MEDIA CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, publish submissions from the school and PTSA to inform families of pertinent information on PTSA social media accounts and web pages.

PROJECT GRADUATION CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, plan and organize Project Graduation party, including fundraising and various senior activities in preparation for the event at the end of the year. This position requires that you have a 12th grade student.

LEGISLATIVE CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, act as campus liaison to NECPTA Legislative Chair, promote, report and encourage involvement in legislative issues that involve education and especially high school testing and graduation requirements.

USED BOOK CHAIR

Attend ALL board and general PTA meetings, take FLO I & II training, attend all NECPTA related training, act as campus liaison to NECPTA Founder's Day Chair and ensure Mac award recipients are invited to district Founder's Day ceremony in February.

