

MABRY ELEMENTARY PTA EXECUTIVE COMMITTEE

WILLINGNESS TO SERVE FORM - 2016-2017

Hello Mabry Parents! Please consider serving on the Mabry PTA Executive Committee for the 2016-17 school year! The 7 person executive committee oversees all of the PTA Committees that provide organization and/or support for a broad range of PTA sponsored programs and activities, including After School Enrichment (ASE), Grandparents Breakfast, Reflections, Family Dinner Night, Reading Buddies, Spirit Nights, Technology, Fall Fundraiser and the Spring Auction.

Below are brief descriptions of the responsibilities of each position. If you are interested in serving on the Executive Committee, please complete the brief form on the backside of this paper and return it to your child's teacher, or place it in the PTA Box in the front office located under the 'check-in' computer by Friday, April 8th, 2016. Volunteers are part of what makes Mabry such a great school! Thank you!

Duties of Executive Committee Officers

COMMON RESPONSIBILITIES:

- All 7 officers of the PTA are collectively known as the Executive Committee. Each member has individual areas of responsibility, but they share the following common duties:
- Elect the PTA Executive Board
- Attend monthly Executive Board meetings and four General Membership meetings
- Attend the Florida PTA Leadership Conference (to be held July, 2016 at Innisbrook Resort)
- Serve as a 'sounding board' for new ideas from Mabry parents and staff
- Thoughtfully weigh and assist in making all major decisions relating to PTA policy and programs

INDIVIDUAL OFFICER RESPONSIBILITIES

PRESIDENT:

- Presides at all meetings of the association
- Determines meeting agendas with cooperation of the Corresponding Secretary
- Communicates between the PTA and the administration, staff, student body, parents and community
- Serves as a resource and support, along with the entire Executive Board, to all PTA committees
- Only person authorized to sign contracts and/or make legal/financial commitments on behalf of the PTA
- Maintains relationship with Hillsborough County Council of PTAs, Florida PTA, and National PTA to stay informed on issues and organization requirements
- Serves as an ex officio member, as requested, of all committees except the Nominating Committee
- Maintains a "Procedure Book" to be passed on to his/her successor
- Skills needed: good organizational and leadership abilities

1ST VICE PRESIDENT (PROGRAMS & SERVICES):

- Presides over PTA meetings if the President is unable to do so
- Organizes the programs for the general meetings in collaboration with school administration
- Serves as the first line of reporting for After School Enrichment, Curriculum Enhancement, Community Outreach, School Services, and Student Activities chairs
- Ensures that the appropriate Grants & Scholarship and Awards & Recognition programs, including 5 Star, are in place
- Maintains a "Procedure Book" to be passed on to his/her successor.
- Skills needed: good organizational and leadership abilities

2ND VICE PRESIDENT (VOLUNTEERS & MEMBERSHIP):

- Coordinates the annual membership campaign
- Collects dues and budget contributions and submits to Treasurer for deposit
- Prepares and distributes PTA membership cards as per membership dues received
- Records and sends the proper data to the County and State offices by the deadline dates, as needed
- Applies for applicable membership awards
- Oversees the assembly of the volunteer and homeroom parent rosters
- Secures liaisons to Coleman Middle School, faculty/staff, and SAC
- Serves as the first line of reporting for Advocacy and Hospitality chairs
- Maintains a "Procedure Book" to be passed on to his/her successor
- Skills needed: good organizational and database skills

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3rd VICE PRESIDENT (WAYS & MEANS):

- Oversees the fundraising efforts needed to meet the PTA budget
- Reviews previous years' fundraising successes and failures, reviews present companies that PTA is dealing with and presents proposed fundraising projects to the board
- Serves as the first line of reporting for Auction, Fall Fundraiser, Dolphin Depot, and Business Partnership chairs
- Maintains a "Procedure Book" to be passed on to his/her successor
- Skills needed: good organizational skills, strong fundraising skills

TREASURER:

- Maintains custody of all funds and financial records of the Association
- Maintains a full, accurate and timely account of all PTA receipts and expenditures
- Makes disbursements only in accordance with the approved budget, as authorized by the general membership
- Presents up-to-date financial statements at every meeting of the Association
- Conducts an audit of the prior fiscal year's accounting records before launching the new term
- Prepares all tax records of the organization during their term
- Maintains a "Procedure Book" to be passed on to his/her successor
- Skills needed: strong technical abilities in the areas of financial knowledge and computerized programs, sense of urgency

RECORDING SECRETARY:

- Records the minutes of all meetings of the Association (Executive Board and General Membership)
- Disperses said minutes in a timely manner to the Executive Board for review and approval
- Maintains all essential (non-financial) records of the Association
- Keeps attendance records of board and General Membership meetings. Prepares a sign-in sheet for use at all meetings.
- Assists Corresponding Secretary in production of PTA packet, which goes home the first week of school
- Maintains a "Procedure Book" to be passed on to his/her successor
- Skills needed: good listening skills, proficiency in and access to word processing

CORRESPONDING SECRETARY:

- Prepares all written communication directed by the Executive Board and Association - including the "Mabry Minute", the weekly e-newsletter
- Spearheads school external public relations with the media
- Responsible for contacting all officers, committee Chairpersons and general membership when meetings are planned
- Can assist or substitute in taking the meeting minutes for the Recording Secretary in his/her absence
- Communicates with all committees to obtain end-of-year reports and compiles/produces annual report
- With the help of the Recording Secretary, produces PTA packet, which goes home the first week of school
- Maintains a "Procedure Book" to be passed on to his/her successor
- Skills needed: good writing ability, proficiency in word processing and email, sense of urgency

If you are interested in serving on the Executive Committee, please complete the information below and return it to your child's teacher, or place it in the PTA Box in the front office located under the "check-in" computer by Friday, April 8th, 2016. Thank you for your consideration!

NAME _____

PHONE _____ EMAIL _____

PLEASE CONTACT ME ABOUT SERVING ON NEXT YEAR'S EXECUTIVE COMMITTEE IN THE FOLLOWING CAPACITY:

1st CHOICE _____

2nd CHOICE _____

If you have any questions, please contact the 2016 Nominating Committee Chairman, Nelson Bosque, at nelson_bosque@hotmail.com, or Melissa MacKinnon, 2015-2016 PTA President-Elect at mismack311@gmail.com.