

# NIMITZ PTA BOARD AND COMMITTEE MEMBERS

## 2015-2016 School Year

The PTA needs new board and committee members for the 2015-2016 school year. Many of the current board members have completed their terms and there are also various committee positions open. This is a great opportunity for those wishing to make a contribution to the Nimitz community.

Please review the available volunteer positions below (job descriptions on back). You can nominate yourself or someone you know. Please consider volunteering for the PTA. When the PTA gets involved, children benefit. When you get involved with PTA, the child that benefits most is your own. Have Questions? Contact the current board via email at [board@nimitz-pta.org](mailto:board@nimitz-pta.org).

### PTA BOARD POSITIONS

President  
Vice President - Membership  
Treasurer

Auditor  
Historian  
Parliamentarian

### PTA COMMITTEE POSITIONS

Reflections Chair  
Walk-A-Thon  
Parent Education  
Kinder Playgroup

Movie Night Coordinator  
eScrip Coordinator  
Staff Appreciation  
NEW IDEA (what is your idea?)

YES! I'm interested in serving on the PTA for the school year 2015-2016

The position I'm interested in is \_\_\_\_\_

I would like to nominate \_\_\_\_\_

for the position of \_\_\_\_\_

Your name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email (please print clearly): \_\_\_\_\_

Child(s) name: \_\_\_\_\_ Room: \_\_\_\_\_

***Please return this form to your child's classroom or office by May 8<sup>th</sup>***

Nimitz Elementary Parent Teacher Association - uniting the efforts of parents, teachers and staff in providing the best educational environment for our children.



## PTA Board and Committee Job Descriptions

**President:** The president presides at all meetings, serves as a liaison between the Nimitz Elementary School community and the administration and staff of the school. Responsibilities of this position include: preparing for monthly PTA meetings; represents Nimitz Elementary at PTA Council meetings and functions as necessary; works closely with the treasurer; coordinates PTA events calendar with school administration and PTA committee chairs; invited to all committee meetings; attends PTA events as schedule permits; and communicates with PTA membership.

**Vice President (Membership):** The Membership Vice President is responsible for sending out membership invitations (September & January); maintaining a list of members; distributing membership cards; attends monthly meetings; and performs other duties as needed. Time commitment focused at the beginning and middle of the year.

**Treasurer:** The Treasurer is the chief financial officer of the organization and must maintain accurate and current fiscal records. Most of the treasurer duties can be done at home. This position requires providing detailed written financial reports, works with the president to determine budget, deposits money, prepares State and Federal tax forms as necessary, and attends monthly meetings.

**Secretary:** A required board position whose job is to record the minutes of the meetings and publish them in a timely fashion to all board members and PTA meeting attendees.

**Historian:** This position is ideal for anyone with an interest in photography. This position assembles and preserves records of the activities and achievements of the PTA; attends monthly meetings; and performs other duties as assigned.

**Parliamentarian:** Responsible for reviewing/updating bylaws; oversee PTA board meeting procedures and policies

**Auditor:** The Auditor reviews the financial books and records of the PTA up to two times per year; this is not a board position but the report will be presented at a board meeting to be recorded as evidence of proper fiduciary responsibility of the board.

**Reflections Chair:** Distributes information regarding national PTA theme and art entry due dates to Nimitz community; collects entries; displays entries in GLC and coordinates judging; works with council Reflections Chair; and attends monthly meetings as required. Majority of work is done in September and October.

**Kinder Playgroup Chair:** Ideal position for current kinder parent(s). Selects one or two dates during the summer to hold kindergarten playgroups at Nimitz; sends invitation letters to incoming kinder families; attends playgroups;

**Walk-a-thon Chair:** The coordinator will work with school administration to determine date; distributes information and advertises walk-a-thon to Nimitz community; coordinates volunteers; attends monthly meetings as required.

**Halloween Party Chair:** Leads the committee in charge of the annual Halloween Party and Haunted House.

**Thanksgiving Cultural Feast Chair:** Leads the committee that organizes and runs the annual Thanksgiving Cultural Feast.

**Hospitality Chair:** This position is responsible for managing food concessions at all Nimitz events. This includes in-house concessions where we sell pizza, hot dogs, and snacks or coordinating with vendors such as food trucks and Jamba Juice.

**eScrip Chair:** Important fundraising tool for the PTA. Coordinator instructs parents how to register their grocery cards and/or credit cards with eScrip. Time commitment is approximately 4-5 hours in August/September. Advertises eScrip program to Nimitz Community; attends beginning of the year PTA events to promote eScrip program; and attends monthly meetings as required.

**Staff Appreciation Chair:** Coordinates Staff Appreciation week activities (May) and attends monthly meetings as required.

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