

2010-2011 Staley Middle School PTA Interest Form

It is time to build the Staley PTA Board for next year! If you are interested in volunteering, please complete this form and return it by **WEDNESDAY, MARCH 10th** to the Staley front office Attention: Robin Douthit. Please check/highlight the top 2 positions you would be interested in filling for next year.

If you need additional information, please contact ...

Robin Douthit (robindouthit@tx.rr.com or 972-335-9561), Lee Ann Gold (goldfam@grandecom.net),
Debra Stapleton (Debra_stapleton@yahoo.com), or Emily Reed (mom4reeds@yahoo.com).

Name:

Email:

Phone #:

Cell Phone #:

Questions/comments:

Elected Officers:

- President: Coordinate the work of the officers and committees in order that the Objects of the PTA may be promoted, preside at all PTA meetings, work with the principal to arrange programs and coordinate the use of facilities. **
- 1st Vice President: Coordinate all fundraising activities of the PTA, act as an aide-to-the-president, and preside over PTA meetings in the absence of the president. **
- 2nd Vice President: Coordinate and schedule educational programs, preside over PTA meetings in the absence of the president in designated order. **
- 3rd Vice President: Solicit PTA membership throughout the school year, maintain a database of all PTA members, preside over PTA meetings in the absence of the president in designated order. **
- Secretary: Record the minutes at all PTA meetings, conduct and maintain copies of all organization correspondence and attendance at meetings **
- Treasurer: Act as custodian of all PTA funds, keep accurate financial records, present a financial statement at board meetings. **

Appointed Officers:

- Parliamentarian: Advise presiding officer on questions of parliamentary procedure. **
- Historian: Act as custodian of all records and material pertinent to the history of the organization. **

Committee Chairmen (appointed):

- Concessions: Manage operations and coordinate scheduling for 12-15 Staley sporting events.
- Council Delegate: Act as a liaison between the Staley PTA and the Frisco ISD Council of PTAs, present information from the council meetings at the Staley PTA board meetings.
- Hospitality: Coordinate staff appreciation luncheons, arrange activities during Teacher Appreciation Week, and arrange refreshments at PTA events.
- Publicity: Maintain PTA bulletin board and website, compile PTA information to be included in the school newsletter, publicize PTA sponsored events.
- Volunteer: Coordinate volunteers to assist with PTA and school activities, maintain a database of all PTA volunteers.
- Environmental: Promote and encourage students to participate in the PTAs annual Recycling program, forward all entries to the Frisco ISD Council of PTAs for judging. Promote and encourage ink cartridge and other recycling programs.
- Red Ribbon: Work with the school counselor to coordinate Red Ribbon Week activities including decorations and promotional items.
- Reflections: Promote and encourage students to pursue their artistic expressions by participating in the PTAs annual Reflections program, forward all entries to the Frisco ISD Council of PTAs for judging.

***Perform other duties as may be prescribed in the bylaws or assigned by the organization.*