



Join TEAM PTA Today!



Walker Creek Elementary PTA Board Interest Form

The Walker Creek Elementary PTA is looking for individuals who want to be involved and have a passion for volunteering and assisting our scholars in having a rewarding experience at Walker Creek.

There are many different positions and opportunities. Please see attached descriptions. You **CAN** make a difference!

Please fill out this interest form and return to the Walker Creek Front Office or send completed form to mindwa@yahoo.com

Name: _____ Email: _____

Phone: _____ Best time to contact: _____

Student(s) and Current Grade Info (if applicable): _____

Interested Position(s):

First Choice: _____

Qualities You Would Bring to this Position: _____

Second Choice: _____

Qualities You Would Bring to this Position: _____

Third Choice: _____

Qualities You Would Bring to this Position: _____

The nominating committee will use this information to help compile a slate of officers for the following positions:

- | | | |
|--------------------------------------|--------------------------------|--|
| President | 3 rd VP Membership | 6 th VP Room Representative |
| 1 st VP Programs & Awards | 4 th VP Volunteers | Secretary |
| 2 nd VP Fundraising | 5 th VP Hospitality | Treasurer |

The slate of officers will be posted by April 4, 2019 and presented to the membership for approval at the April 11, 2019 PTA Association Meeting.

The following positions are also available:

- | | | |
|---------------------|-------------------|-------------------------------|
| Parliamentarian | Environmental | Historian/Student Recognition |
| Publicity & Website | Arts in Education | Handbook/Directory |
| Spirit Wear | Council Delegates | Family Fun Night |
| Yearbook | Moon Dance Chair | Faculty Advisor |

If you are interested in any of the above positions, please submit this interest form.

This information will be collected by the Nominating Committee and handed over to the newly elected President who will appoint these positions with the approval of the newly elected officers.

Submit your interest form to Walker Creek Office, Attention: Mindy Seals by April 1. If you have any questions or need more information, contact Mindy Seals at 817.584.0113 or mindwa@yahoo.com

Walker Creek Elementary PTA Officer & Chair Job Descriptions

President- Is the presiding officer of Walker Creek Elementary (WCE) PTA. The president coordinates the work of the officers and committees of the association, conducts and presides at meetings of the executive board and the association; appoints chairs of special committees, subject to approval of executive board; will represent the Local PTA as a delegate to Council PTA (when the Local PTA is in membership with Council PTA); and serve as member of all committees except the nominating and financial reconciliation committees.

1st VP- Programs- This officer will help prepare and present a calendar of PTA events prior to the end of school; will prepare, present and maintain a roster of contact information for the executive board members; will help prepare and present a suitable program for each association meeting for the following school year; shall distribute Texas and Council PTA awards information to appropriate chairmen and will be available to assist and advise, if needed, and remind chairs of upcoming deadlines for PTA awards and recognitions; will be in charge of organizing the Parent Ed meetings; and will serve as the chair of the Awards Committee.

2nd VP-Fundraising- This officer will be responsible for recommending and overseeing, with the approval of the executive committee and membership, plans to raise necessary funds to carry on the work of the association; shall be responsible for the approval of the special event(s) by the executive board, overseeing the financial side, and presenting a report at the executive board meeting following each event; may appoint a Special Events Chair for each approved special event.

3rd VP-Membership- This officer is responsible for recruiting new members, organizing, and conducting a Fall and Spring membership drive; will compile an alphabetical list of association member with names and addresses and complete a dues report to be submitted to Texas PTA; shall collect membership dues, work with handbook chairman to distribute membership cards and handbooks; submit all new membership dues and associated forms and reports to Texas PTA in a timely fashion; will apply for membership awards from Texas PTA; and prepare and have available, attendance sheets at each association meeting.

4th VP-Volunteers- This officer coordinates all volunteers as needed; conducts volunteer interest survey and informs the board of all activities; shall be responsible for making volunteers aware of the approval procedure and maintaining a list of approved volunteers; responsible for gathering and submitting all volunteer hours; will collect names of possible candidates for Volunteer of the Month from school staff, meet with President and Principal to determine recipient, recognize Volunteer of the Month, and inform website/publicity chair of the Volunteer of the Month for posting; and will be responsible for coordinating Clothes Connection volunteers when Council sends out dates throughout the year.

5th VP- Hospitality- This officer shall meet with President-elect and Principal prior to end of the school year to determine Hospitality events for the upcoming school year. These activities shall include but are not limited to the Executive Board Christmas Party, Teacher Appreciation Week, Installation of Officers Dinner, and other teacher/staff appreciation activities throughout the year. This officer will aid the

Science Fair Coordinator with the organization of the Science Fair judge breakfast and luncheon.

6th VP- Room Reps- This officer will be responsible for securing grade coordinators and room chairpersons for each grade level and class; shall conduct a meeting to advise grade coordinators and room chairpersons of their responsibilities and of the BISD & WCE Party Policy; shall be responsible for communicating class party budget, if available, to grade level coordinators and room chairpersons; responsible for collecting all class party reimbursement forms and receipts and approving reimbursements before providing those forms to the treasurer for reimbursement; and shall be available to sign class party and room representative final reimbursements forms through dismissal time on the last day of school.

Secretary/Historian- This officer shall record minutes of all executive board and association meetings, and maintain necessary records according to Texas PTA and the WCE bylaws. Shall compile and record the activities and the achievements of the association and make historical facts available on request to the officers and chairpersons; responsible for having a photographer at all PTA events; shall present a written summary of the history at the annual meeting.

Treasurer- This officer shall maintain records of all funds according to the Texas PTA and WCE bylaws; serve as a member of the WCE Budget, Grant, and Finance Committees; present a financial report, both written and verbal, at every meeting of the WCE PTA; and complete and file all necessary tax documents.

Parliamentarian- Shall attend all meetings of the association and executive board; shall advise on parliamentary law and methods of procedure; shall review and update bylaws as adopted by state and national PTA; shall have in his/her possession a copy of Robert's Rules of order Newly Revised and items necessary for a ballot vote at all meetings; shall be prepared to read sections of the bylaws at association meetings regarding the nominating committee, election of officers and any other time requested by president.

Student Recognition- Shall coordinate and be in attendance for all Celebration of Kids ceremonies and pass out awards and be responsible for getting pictures of all Circle of Courage winners and display pictures in front hallway of the school.

Arts in Education- Shall be responsible for coordinating and encouraging our school's participation the Reflections contest in fall and arranges for non-partial judges for the contest. Shall distribute information about the contest as soon as it is available. Responsible for collecting entries, preparing per guideline requirements, and sending them to Council before entry deadline. Shall prepare entries for display at WCE. Responsible for purchasing ribbons for participants and announcing winners at the association meeting.

Council Delegate(s) - Shall attend all regular meetings of the Birdville Council of PTAs and report to the executive board and association of these meetings. Responsible for Founder's Day Silent Auction Basket and refreshments for Shannon Center when necessary. In the event of an absence from the Birdville Council of PTAs meeting, it is the responsibility of the Council Delegate to find a replacement from the Executive Board to attend the meeting.

Environmental- Shall manage the brick fundraiser program by advertising brick sales, preparing sales flyer, obtaining orders, ordering bricks and coordinating the installation of bricks in the front garden near the flagpole.

Faculty Advisor - Shall be the liaison between the PTA and staff. Shall communicate all upcoming PTA events to the staff and promote and encourage participation. Shall keep the PTA Executive Board informed of staff developments and needs.

Family Fun Night - Shall be responsible for planning, implementing, and promoting family involvement in our school by providing two to four (2-4) Family Fun Nights per school year. These events shall be free of cost. One of these events will be a Family Science Night which will include the promotion and organization of the school's Science Fair. The other one to three Family Fun Night themes may vary from year to year as approved by the Principal. Shall recruit volunteers and form committees as deemed necessary. Shall present a report at the executive board meeting following each Family Fun Night.

Handbook/Directory - Responsible for all activities related to the publication of the PTA Online Handbook and Directory. Shall obtain all the information needed for the handbook (i.e.: Meeting Dates, Special Events Dates, Bylaws & Standing Rules, etc.) from the president and executive board. Students' information will be collected from the appropriate BISD employee. Handbook & Directory must be available online before November 15th deadline and made available for members on PTAvenue at PT-Avenue.com.

Moon Dance - Responsible for planning and implementing the Moon Dance and Silent Auction held in October/November. This event is a fundraiser, therefore this Chair shall keep the Fundraising VP apprised of all plans, details and budgets. This Chair will recruit volunteers and form committees as deemed necessary.

Publicity and Website - Responsible for the collection and inputting of PTA information, including but not limited to, PTA history, volunteer opportunities, and upcoming dates and events onto the WCEPTA website and social media. Shall inform the BISD Communication Department of any PTA related information to be reported to the newspaper and/or other media. Shall be responsible for the announcement of events and happenings to be placed on the school marquee.

Spirit Wear - Responsible, along with the Fundraising Chair, to obtain a company, choose a design, order, and promote the sale of spirit items. Shall work with Principal on coordinating ways to promote school spirit.

Yearbook - Shall work with committee members to produce the school yearbook. Shall determine the type and style of yearbook to be sold to students. Will create layout and all other details pertaining to the yearbook design. Will be responsible for having a photographer at all school/PTA events and collecting the pictures for the yearbook. Will be responsible for selling and the collection of money.