

Dear Parents & Staff,

Your PTA needs you! We are seeking new members for the PTA Board and would love to have you!

Do you want to get more involved but not sure how? Do you want to be part of what makes Jamerson great? The PTA works closely with our school administration to make our school a great place to be for our students. We'd love your help for continued growth.

Elections for future PTA executive board members is **May 6th**. We have some great positions available for next year. There are also many chairs that will be open for the **2023-2024 school year**. Please read job descriptions below and let us know what you are interested in!

Turn this form into the office or your student's teacher by **April 15th, 2023**. You can also reach out to the Nominating Committee via **Kasandra Marriott** if you are interested in a position or if you have any questions. You can call or text me at **727-871-6128** or email at dljptapresident@gmail.com.

Come be a part of one of the BEST PTAs in Pinellas County!

Please indicate your level of interest in serving on either executive board or as a chair on the board below by using numbers. (1 most interested - 5 least interested)

PTA President _____	VP of Membership _____
Treasurer _____	VP of Ways and Means _____
VP of Programs _____	VP of Communications _____
Board Chair- Advocacy _____	Board Chair- Awards _____
Board Chair- Books 4 Kids _____	Board Chair- Corresponding Secretary Asst. _____
Board Chair- Faculty Liaison _____	Board Chair-Grand Prix Liaison _____
Board Chair- Grant Writer _____	Board Chair- Historian _____
Board Chair- Hospitality _____	Board Chair- Reflections _____

NAME: _____ PHONE _____ EMAIL _____

NOTES/QUESTIONS:

Executive Board-Voting Member

President:

1. Set agendas and run all PTA meetings.
2. Coordinate dates and programs with Principal.
3. Fill out all necessary paperwork to keep association in good standing (Audit, Insurance, Membership updates, and notices to PTA)
4. Work with staff, principal, and treasurer to set a budget.
5. Present a nominating committee for election at 1st PTA meeting in January/February.
6. Check in with board members to ensure success of all programs.
7. Attend PCCPTA conference in September to secure all documents and insurance.

Treasurer:

1. Shall have custody of all funds of the association.
2. Shall keep a full and accurate account of receipts and expenditures.
3. Shall make disbursements as approved by budget.
4. Three signatures should be on file at bank.
5. Two signatures are required on all PTA checks.
6. Treasurer shall prepare a report and financial statement at each meeting.
7. The treasurer's annual report shall be examined annually by an audit of not less than three members that is appointed by the executive board.

VP of Communications:

1. Oversee and edit the monthly PTA newsletter and All PTA Communications.
2. Try to obtain advertisement sponsors.
3. Update and Maintain the PTA Facebook page and other social media accounts.

VP of Membership:

1. Shall present an opportunity at various school wide events to increase membership.
2. Work with the treasurer in submitting monthly membership dues.

VP of Programs:

1. Coordinate a minimum of 2 school wide events.
2. Encourage family engagement at school wide events.

VP of Ways and Means:

1. Shall introduce ideas to raise funds for PTA.
2. Will hold at least two fundraisers in one fiscal year.
3. Assist Grand Prix liaison as needed.

Board Chairs

Advocacy

1. Keep PTA board and general membership informed of current legislation that is of interest.
2. Attend two PCCPTA meetings to meet requirements.

Awards:

1. Apply for PTA and community-based awards.
2. Sign Jamerson PTA up for year-end awards banquet

Board Chairs cont'd.

Books 4 Kids:

1. Oversee donation drives for Books 4 Kids.
2. Oversee the school bookstore where students can use sprockets to purchase books.
3. Oversee the Birthday Book Club program

Corresponding Secretary Asst.:

1. Conduct the correspondence of the PTA as requested and deliver cards to staff with special situations.
2. Keep files of all correspondence.
3. Maintain the PTA bulletin board with upcoming events and special notices.
4. Help update and maintain the PTA Facebook page and other social media accounts.

Faculty Liaison

1. Serve as a liaison between PTA and the teachers.
2. Help ensure 100% staff membership.
3. Report on ways PTA can support all Jamerson staff.

Grand Prix Liaison

1. Oversee the annual Grand Prix fundraising event in March which includes promoting the event throughout the year.
2. Correspondence with Grand Prix contact (Lundy's Catering) before and throughout the event.
3. Negotiating contracts between the Jamerson PTA and Lundy's Catering
4. Organize volunteers and coordinate the logistics of the 3-day event.
5. Oversee the purchase and distribution of T-shirts for volunteers.
6. Collect and deliver all earned monies to Treasurer daily.

Grant Writer:

1. Actively look for Grant opportunities for the PTS
2. Write grants to obtain funds for special needs or specific events.

Historian:

1. Maintain records and photos on flash drive of all PTA sponsored events.
2. Create a scrap book at the end of the year.

Hospitality:

1. Oversee the annual Boo Hoo/Yahoo breakfast event.
2. Oversee Back to School Picnic
3. Oversee the Jamerson Families Breakfast events
4. Oversee the Jamerson Family Picnic event
5. Bring food to each board meeting.

Reflections:

1. Coordinate a Reflections Program based on the designated theme from National PTA.
2. Follow Pinellas County PTA's rules and distribute rules/deadlines for official school entries.