

## 2018/19 PTA Executive Committee Needed!

The McCarty PTA has again convened a nominating committee for the election of the 2018/19 executive board. The great things the PTA does for your children and the school are innumerable, and they do not happen without our parent participation! If you are interested in being able to enact some of the amazing ideas you may have, please contact us for more information on a role that you might be a great fit for. *No experience is necessary!* To discuss or submit a letter of intent, please contact the committee at [mccartynominatingcommittee@gmail.com](mailto:mccartynominatingcommittee@gmail.com). Below is some information regarding the positions available and the responsibilities of each.

**Nominations Must Be Received by March 1<sup>st</sup>, 2018**

*Please note: For the various events listed below each role, the Executive Committee member serves as the chair of that event's resource person and committee liaison. If a chair does not exist, that Executive Committee member is under **no obligation** to organize that event unless they so desire.*

### McCarty PTA Board Organization

President	
Presides Over PTA Meetings Meets Regularly with Principal Signs All Legal Documents and Contracts	Delegate Work of the PTA as Needed Coordinate the Work of the Board, Committees, & School Attend District PTA President Meetings
1st Vice President	
Ways & Means	Services
Box Tops Tyson Labels Restaurant and Community Nights McCarty Stampede (Yearly Fundraiser) Annual Resale Event/Fundraiser	K Lunch Help 1st Week of School Coordination Apparel Sales Grade Level Coordinator Contact for Room Parties School Pictures Volunteer Coordination Staff Appreciation
2nd Vice President	
Communications	Educational Enrichment
Mustang Memo Facebook/Social Media/PTA Email Account Website Updates Bulletin Boards (2 in Lobby of School) IPPC, PDAC, & IPSN PTA Representatives	Awesome Art (Monthly In-Class Art Discussion/Project) Reflections (National PTA ArtContest) STEAM Fair Jump Rope 4 Heart Volunteer Coordination Field Day Snack and Volunteer Coordination
3rd Vice President	
Social	
Fall Festival Boys Night Girls Night	Winter Wonderland <b>Family Movie Night</b> Boo Hoo/Yahoo Breakfast for K parents
Secretary	
Create/Distribute all General and Exec. PTA Meeting Agendas Record/Distribute all General and Exec PTA Meeting Minutes Advertise General PTA Meetings Keep Copies of Bylaws and Standing Rules	Maintain Google Drive of Electronic Records Maintain Current PTA Membership List/Process PTA Memberships Maintain List of Current Committee Chairs Student Directory for PTA Members Conduct Correspondence of the PTA as Directed
Treasurer	
Receive all PTA money and Keep Accurate Record of Receipts and Expenditures Deposit all Money in PTA Bank Account Pay Out Funds in Accordance with Budget and as Authorized Present a Written Financial Statement at Every PTA Meeting and as Requested Remit State and National Membership Dues Provide All Financial Records to Audit Committee Be Responsible for the Completion (or having Completed) and Filing of all Forms Required by IRS.	