

Renner PTA

Officer and Chairman Volunteer Interest Form – 2012- 2013 School Year

The seven officer positions to be recommended by the nominating committee and elected at the March 5th General Membership Meeting are: President, 1st Vice President, 2nd Vice President, 3rd Vice President, 4th Vice President, Secretary and Treasurer. The President appoints the remaining Executive Board positions, Historian and Parliamentarian. Once the officers are in place, they will begin the process of appointing the Chairmen for Standing and Special Committees for the 2012 – 2013 school year. The duties of the PTA Officers and Chairmen are briefly described below. For a more complete description please refer to the Renner PTA by-laws posted on at www.rennerpta.org.

If you are interested in serving on the Board, please complete this form and return it to Renner, attention: Jill Van Mater, Parliamentarian, by February 1st to be included for consideration. Please contact Jill Van Mater at parliamentarian@rennerpta.org if you have any questions about the election process or job descriptions.

PTA Member Name _____		Phone _____	
Student(s) at Renner: (2012-2013 school year)			
Name _____	Grade _____	Name _____	Grade _____
Name _____	Grade _____	Name _____	Grade _____

OFFICERS

____ **President**

Coordinates the work of the officers and committee chairmen. Preside at all meetings of the association, and represent the local unit as a delegate to council, State and National PTA.

____ **1st VP – Programs**

Act as aid to the President. Plan educational, parenting, special, and general PTA meeting programs.

____ **2nd VP – Volunteers**

Organizes and coordinates all volunteer programs and/or activities. Maintains record of all volunteer hours.

____ **3rd VP – Ways & Means**

Organizes and coordinates all fundraising activities and develops fundraising strategy.

____ **4th VP – Membership**

Responsible for promoting membership in PTA as well as completing and issuing membership cards. Supports Directory chairman and chairs committee to select PTA life members.

____ **Secretary**

Records minutes of all meeting, notifies board members of upcoming meetings, keeps attendance records and maintains PTA office supplies.

____ **Treasurer**

Acts as custodian of all PTA funds, maintains all bank records and presents financial statements, prepares tax return for year served. Also serves as Chairman of budget committee.

____ **Historian**

Acts as custodian of records and material related to the history of the PTA, records school/PTA events and activates, prepares school scrapbook. Works closely with the Yearbook committee.

____ **Parliamentarian**

Coordinates yearly by-laws review committee and nominating committee and attends all PTA meetings.

STANDING COMMITTEES

____ **Arts in Education Chairman**

Responsible for the publicity, promotion and participation in the National PTA's Reflection program.

____ **Cultural Fusion Chairman**

Promotes cultural inclusiveness among the Renner students, communicates cultural events in the community in the Renner Round UP publication & on website.

____ **Environmental Chairman**

Responsible for promotion and participation in environmental awareness programs including PTA's EPA poster contest and environmental club.

____ **Hospitality/Newcomer Chairman**

Coordinates a hospitality committee. Responsible for Back to School coffee, Renner family social activities, Newcomers' coffees, PTA Winter and End of Year luncheons. Maintains hospitality supplies.

Legislative Chairman

Attend meetings of the Plano ISD Board of Trustees and report to executive board. Keeps aware of the Legislative actions of the Texas and National PTA.

Publicity Chairman

Responsible for the promotion and publicity, in coordination with Plano ISD, of Renner Middle School student and PTA activities and events through the news media and website.

Renner Round-Up Chairman

Procures news information/articles to develop and publish the Renner Round-Up.

Safety/Youth Protection Chairman

Plan and develop programs for securing protection for neighborhood youth. Develop, coordinate, and monitor all safety programs.

SAGE Chairman (Special & Gifted Education)

Acts as liaison between parents with gifted and special needs children and the PTA. Promote awareness of community events and programs for the families at Renner.

School Store Chairman

Responsible for the selection and sales of all school store items. Maintain purchase records, weekly deposits with treasurer. Coordinate selling of school supplies at registration.

Science Fair Chairman

Work with Renner Staff member responsible for school Science Fair and enlist any volunteers that may be needed.

Teacher Appreciation Chairman

Plan and organize faculty/staff appreciation activities. Staff in-service luncheon, winter luncheon and Teacher Appreciation Week activities.

Spirit Wear Coordinator

Select, sell and distribute all spirit wear.

SPECIAL COMMITTEES

Birthday Cake Coordinator

Coordinate ordering and delivery of cakes to recognize faculty birthdays.

Book Fair Coordinator

Schedule, promote and implement all book fairs.

Calendar & Activities Line Coordinator

Secure school calendar dates for publication and sale at registration. Record weekly activities on the phone line.

Care Coordinator

Send greeting cards (congratulations, sympathy) or memorials to faculty/staff.

Casserole Coordinator

Coordinate all activities to provide casseroles for staff during teacher appreciation week.

Community Outreach Coordinator

Responsible for planning, maintaining and publicizing collections from Renner students for non-profit organizations. Works with Counselor's for the Families In Need Fund.

Directory Coordinator

Responsible for organizing, developing, publication and distribution of a school student directory.

Directory Advertising Coordinator

Responsible for soliciting, procurement, billing, and final advertising inclusion in the Renner student directory.

Library Volunteer Coordinator

Responsible for scheduling volunteers to assist in the Library as needed.

Office & Copy Coordinator

Responsible for scheduling volunteers for the copy room, main office and counselor's office.

PTA Website Coordinator

Develop and maintain PTA website with pertinent and current school year information.

Partnership Coordinator

Develop and maintain PTA contacts with potential partnership organizations and secure donations for designated events.

Round – Up Distribution Coordinator

Responsible for labeling and mailing the Renner Round – Up newsletter.

School Store Schedule Coordinator

Responsible for scheduling volunteers to work shifts in the school store.

Staff/Team Luncheon Coordinator

Coordinate volunteers to provide a luncheon for each Renner faculty team and the administration. *One coordinator per grade level.*

Student Socials Coordinator

Coordinates two school sponsored student socials, one per semester. Work with school personnel in implementing 8th grade end – of – year event.

Teacher Treats Coordinator

Coordinates volunteers to provide teacher treats at the end of each six weeks grading period and sets up in teacher lounge.

Yard Sign / Decal Coordinator

Work with school personnel in coordinating the sale and distribution of activity related yard signs and vehicle decals.

Yearbook

Work with the faculty member producing the Renner yearbook. Duties will include taking pictures at events and helping with page layouts when needed.

