

## 2018-2019 Arlington Council of PTAs Board Interest Form

Please complete and return by Thursday, February 1, 2018

Name: \_\_\_\_\_

Local PTA Unit Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

The Arlington Council of PTA Executive Board consists of ten (10) elected officers and nine (9) appointed chairmen. The Council of PTAs meets twice a month for a General Meeting (first Thursday of the month) and a Board Meeting (third Thursday of the month). Additional meetings may be called to complete council business or to assist with council programs or events. All positions are up for election or appointment each year. Below is a list of the elected positions. Please indicate the position(s) which interest you in order of preference (1 - most interested in). You may select as many positions as you are interested in, but you can only be slated in one position. The slate of officers will be posted to the council website. Each person slated to fill an elected position will be contacted by the Nominating Committee before the slate is presented to the Executive Board on February 15th.

\_\_\_\_\_ **President:** preside at all meetings; coordinate the work of the officers and committees; extend PTA work into all parts of the Council territory

\_\_\_\_\_ **1st VP** — Aide to the President: act as aide to the president; arrange Officer & Chairman Training workshops and Leadership Orientation Training; oversees the following chairmen: Sunshine/Spiritual, Conference/Conventions/Awards, and Membership

\_\_\_\_\_ **2nd VP** — Programs: secure and promote programs for Council General Meetings; oversees the following chairmen: Special Events, Arts in Education, Civic Concerns/Legislation

\_\_\_\_\_ **3rd VP** — Fundraising: coordinate the Vendor Fair at Officer & Chairman Training event; serve on the Budget Committee and coordinate fundraising events; oversees the following chairmen: Scholarship Event

\_\_\_\_\_ **4th VP** — Hospitality: coordinate hospitality at all Council meetings and special events.

\_\_\_\_\_ **5th VP** — Community Service: coordinate community service programs

\_\_\_\_\_ **6th VP** — Public Relations: maintain Council website and social media accounts; promote Council activities in the local media outlets

\_\_\_\_\_ **7th VP** — Scholarship: provide information on Council's Student and Teacher scholarships; preside over the Scholarship Committee

\_\_\_\_\_ **Secretary:** record minutes of Executive and General Council meetings; maintain Council correspondence; register and maintain records of those attending General Council meetings; provide records for Attendance Award

\_\_\_\_\_ **Treasurer:** maintain all funds and books of account; make disbursements according to the budget; Chair the Budget Committee

Below is a list of the appointed and chairman positions. These positions will not be filled until after the election of the new officers. You will be contacted after the election by either the President or a board member. Please include these positions in your number preference along with the elected positions on the front page.

\_\_\_\_\_ **Parliamentarian:** advise presiding officer on questions of parliamentary law and methods of procedure

\_\_\_\_\_ **Sunshine/Spiritual:** provide "Thought of the Day" or invocation at all meetings of the Council

\_\_\_\_\_ **Conference/Conventions/Awards:** inform local units and Council of conferences and conventions; oversee awards at end of year

\_\_\_\_\_ **Membership:** promote membership in local PTAs/PTSAs and Council

\_\_\_\_\_ **Special Events:** coordinate Council's Founder's Day celebration; and Installation & Awards luncheon

\_\_\_\_\_ **Arts in Education:** coordinate the local PTAs and PTSAs Arts in Education (Reflections) and shall coordinate Council judging; promote cultural arts and environmental programs and projects

\_\_\_\_\_ **Civic Concerns/Legislation:** coordinate AISD School Board candidate forum; promote awareness of public policy issues

\_\_\_\_\_ **Scholarship Event:** coordinate the Scholarship Fundraising Event.

If you have any questions about the elected or appointed positions, please feel free to contact any of the officers who currently hold the positions (officer contact information can be found on the Arlington Council of PTAs website – [www.arlingtoncouncilofptas.org](http://www.arlingtoncouncilofptas.org)).

Forms can be mailed to Arlington Council of PTAs, 1203 West Pioneer Parkway, Arlington, TX 76013, emailed to [ArlingtonCouncilofPTAs@gmail.com](mailto:ArlingtonCouncilofPTAs@gmail.com), or returned to the February 1<sup>st</sup> General Meeting. Elections will be held at the March 1<sup>st</sup> General Meeting with appointments of non-elected positions made after the first meeting of the newly elected board.