**Burnt Mills Elementary School PTA - Overview of Board Member Positions**

**PTA Executive Officers:**

**President:** You will play a lead role in overall PTA organization - meeting inclusiveness, elections, programs, member training and finances. You will use your skills to organize, plan and set priorities within the PTA. You will also recruit, manage, motivate, and retain a diverse and inclusive group of volunteers. You will help run effective programs, manage money and raise funds, support membership growth and retention, and lead PTA meetings. You will ensure that all voices are heard through effective use of parliamentary procedure and will advocate on behalf of students.

**Vice President:** You will support the role of the President and fill-in or cover when the President is not available to do so.

**Treasurer:** You will oversee the financial transactions and records of the PTA. You will ensure that all paperwork is properly and timely filed to meet all PTA standards. You will oversee that the PTA is kept in good standing with the MCCPTA, Maryland PTA and the National PTA.

**Secretary:** You will oversee and complete correspondence on behalf of the PTA, including taking meeting minutes and maintaining the PTA website, Google group, and Facebook page.

**PTA Board Members:**

**MCCPTA Delegate(s):** Burnt Mills ES PTA has two delegates to vote and represent Burnt Mills in the MCCPTA. You will attend their monthly meetings (every 4th Tuesday of the month) and report back to the PTA.

**NAACP Rep:** You will represent Burnt Mills ES in the county NAACP Parents Council (attend meetings once a month and report back to Burnt Mills PTA). You will generate ideas and oversee events for Black History Month in February and throughout the school year.

**Fundraising Chair:** You will act as the point person on overseeing, centralizing, preparing and scheduling fundraisers for the PTA, working with Treasurer/Executive Board.

**Membership Chair:** You will create and carry out campaigns and incentives to publicize and increase PTA membership, maintain membership lists and distribute PTA membership cards, working with the Secretary/Executive Board.

**Cultural Arts Chair:** You will work closely with Burnt Mills staff, you will help identify, book, and coordinate presenters for various assemblies throughout the year, usually focusing on a Heritage Month (Native American, Black History, etc.). You are encouraged to attend the MCPS presenters’ showcase in the fall.

**Advocacy Chair:** You will work on identifying issues that need advocacy on behalf of the Burnt Mills PTA, educate PTA members about advocacy issues, prepare advocacy campaigns, and report back to PTA, working closely with the President and Vice President.

**Questions? Contact PTA President, Mike Miehl, at** [miehlmj@gmail.com](mailto:miehlmj@gmail.com)**. We’d love to hear from YOU! If interested, please submit the attached nomination form by May 29, 2018. The election will be held at the June 5, 2018 PTA meeting.**

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**Burnt Mills ES PTA Board Nominations 2018-2019**

Are you or someone you know interested in getting more involved at Burnt Mills? Please consider nominating yourself or someone else to a leadership, delegate, or chair position. *The only requirement is that they are a current PTA member.* Please return this form to your student’s teacher or the PTA mailbox (BMES front office) by Tuesday, May 29th. The election will be held at the June 5, 2018 meeting.

Positions open for election for the 2018-19 BMES PTA include:

* Vice President
* Treasurer
* 1-2 MCCPTA Delegates
* NAACP Delegate
* Advocacy Chair

|  |  |
| --- | --- |
| **Your name:** |  |
| **Position interested in:** |  |
| **Phone number:** |  |
| **E-mail address:** |  |

**Comments/Reasons why you or the person(s) you nominated would be a great addition to the PTA Board:**

**Volunteering with the PTA**

Are you interested in more involvement in the PTA, but not ready for a leadership role? You may be interested in acting as a coordinator or volunteer.

Coordinators are PTA members who help organize and execute PTA activities, working closely with a PTA Executive Board member.

Coordinator positions include:

**Volunteer Coordinator:** You will recruit volunteers for various PTA and school events from the membership database and recruit/coordinate BMES room parents, working with the Membership Chair and Secretary.

**Box-Top Coordinator:** You will coordinate the Box Tops for Education program by collecting, sorting, and submitting Box Tops twice a year, working with the Fundraising Chair.

Please indicate if you are interested in a Coordinator position:

|  |  |
| --- | --- |
| **Your name:** |  |
| **Position interested in:** |  |
| **Phone number:** |  |
| **E-mail address:** |  |

Volunteers will be responsible for events or aspects of events including: Cocoa Run & Read-a-thon activities, movie/family nights, beautification events, helping with the school’s various theme nights (fitness, reading, math, etc.), Teacher Appreciation activities, etc. Many of these jobs do not require you to attend any meetings but can be done via e-mail or phone.

\_\_\_\_**Yes**, I would like to volunteer with the PTA! Events that I’m interested in volunteering for include:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Hot Cocoa Fun Run |  |  | Room Parent |  |  | Beautification activities |
|  | Read-a-thon |  |  | Teacher Appreciation |  |  | Book Fair |
|  | Family fun nights |  |  | Health & Wellness activities |  |  | Theme nights at BMES |

**My contact information:**

|  |  |
| --- | --- |
| **Your name:** |  |
| **Phone number:** |  |
| **E-mail address:** |  |