



Help us help the school!!

YOUR PTA IN ACTION
2018-2019

Events

- Harvest Festival
- Spaghetti Dinner
- Jog-a-Thon
- Multicultural Fair
- STEAM Night
- Literacy Night
- Teacher Appreciation
- Book Fairs
- Movie Nights
- Game Nights
- Tech Safety Night
- Volunteer Appreciation
- AR Goal Rewards
- Perfect Attendance Rewards

Services & Supplies

- School Fundraising Efforts for student activities
- Unity T-Shirts
- Early Bird Program
- Box Tops for Education
- Volunteers Recruited
- 8th Grade Promotions
- Kinder Promotions

RIO CALAVERAS PTA

Nominations & Elections for 2019-2020

- ✓ I want Rio Calaveras Elementary to be one of the best schools in CA.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTA and school fundraising moneys are spent.
- ✓ I want all the students at Rio to be successful.

If the above statements are true, then “help us help the school”. Parent involvement is critical for a successful school, so volunteer as a PTA officer or a committee chair for **2019-2020**. There are jobs that take no more than a couple hours a month, some that are seasonal, and a few that require a routine commitment.

Dedicated **PARENTS, TEACHERS and STAFF** help make Rio Calaveras Elementary a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else. If nominating someone other than yourself, please make sure the nominee is aware and willing to accept the position and duties. (See back of form for position descriptions.) If you have any questions, please contact the board at riocalaveraspta@gmail.com or (209) 933-7270.

Elections will be held at the PTA General Meeting on Thursday, May 16th at 7:15 pm in the school cafeteria. All candidates for officer positions must be registered with the PTA Board by **April 17th**. Please return this form to your child’s teacher or to the school office.

<u>Elected Officers</u> (Elected at General Meeting)	Nominee Name	Contact Info
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Parliamentarian	_____	_____
Student Board Member	_____	_____
Auditor		

	Nominee Name	Contact Info
<u>Committees Chairs</u> (Approved by PTA Board and Presented at General Meeting)		
Membership	_____	_____
Volunteer Coordination	_____	_____
Community Relations	_____	_____
Communications	_____	_____

Officer and Committee Chair Descriptions

The PTA Executive Board is comprised of elected officers and school representatives. It meets one morning per month to conduct PTA business. General meetings for the entire membership are scheduled (5) times per year: usually one every other month in the evening to update members on budget and spending.

Elected Officers

President – Serve as leader and key contact for the PTA; preside at all PTA meetings; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTA's objectives can be met. (Effort: year-round, on-going)

Vice President - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

Secretary - The secretary is responsible for keeping an accurate record of the minutes of all general meetings and all meetings of the Executive Board; prepare and maintain records of all correspondence, including incoming and outgoing communications with members and notifications for all meetings. All records and copies of correspondence are kept in the Secretary's Binder (these records are the permanent history of the PTA); perform all other duties assigned; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTA. Promptness and accuracy are key to this job. (Effort: 6-8 hours per month, includes attending meeting and typing up minutes)

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTA events where money will be collected; assure that PTA policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for the bi-annual audits. (Effort: 10-12 hours per month, average)

Parliamentarian – Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert's Rules of Order; bring current copy of Constitution and By-Laws to all meetings. (Effort: 3 hours per month)

Auditor – The auditor is responsible for conducting two audits per year of the treasurer's financial books, reconciled with bank accounts, treasurer's reports, budget and secretary's binder as per bylaws and CA State PTA guidelines. (Effort: 6 hours per year)

Student Board Member - Help create an atmosphere of mutual respect between students and adults in order to communicate the needs, desires and concerns of fellow students. Interact with peers and other school organizations/clubs to plan programs and activities that will enhance the atmosphere on your campus and create a more positive learning environment for all. Represent students and PTA at school board and other civic meetings, wherever student input is needed or requested. Show other potential student members how PTA activities relate to special interests such as art, music, writing, conservation and legislation. Stress the following basic benefits: Improving the school and community; Being with friends; Learning new life skills; Participating in a goal-oriented team; and Having a voice in issues that affect youth. (Effort: 2 hours per month)

Chairs and Other Positions (Remember, these are COMMITTEES – there should be volunteers to help.)

Community Relations - Coordinate community partnership activities, training and workshops, works with District and other community partners to schedule educational training for the community. (i.e. Parent Empowerment, Family Engagement, LCAP/LCFF). Finds guest speakers on these topics to speak at General Meetings. (Effort varies)

Membership - Organize the annual PTA membership drive and the on-going process to encourage membership. Maintain membership records and spreadsheet. Fill out and distribute membership eCards. (Effort is primarily in August and September 3-5 hours per month)

Volunteer Coordination – Coordinate volunteers for PTA events and school activities. Collect list of general volunteers at beginning of year and for special events. Assure that volunteer data is recorded and available to both the Board and teachers. Work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs. On-going dialog with Grade Parents as to class and grade activities. (Effort: on-going, year round; time peaks with a few big events. Average: 3 hours per month; could range from 0 to 8 hours per month during major events.)

Communications – Review PTA calendar of events. Schedule website, social media updates, event promotion and publicity around these dates. Set submission deadlines for the year for all publications. Create a content calendar for social media and website postings. Inform every family in the school of the aims and accomplishments of the PTA. Encourage and highlight attendance at PTA meetings and family engagement in PTA projects and activities. Foster cooperation with the school in keeping parents informed about school functions, regulations and/or procedures on child-related issues. Inform the community about PTA activities and school functions. Express appreciation to those participating in or contributing to programs. Tackle barriers such as language and culture. (Effort: on-going, year round, hours vary)