



Coleman Middle School PTSA
2019-2020 Executive Board
Willingness to Serve Form



The PTSA Nominating Committee is presently seeking nominations for next year's Executive Board. The positions include (descriptions on page 2):

- President
- Vice President of Mini Grants
- Vice President of Volunteers
- Vice President of Fundraising
- Treasurer
- Recording Secretary
- Corresponding Secretary

Any PTSA member with the willingness and ability to serve and provide leadership is welcome to apply. PTSA members who want to nominate someone else for an office may do so, with the nominee's permission. Complete the form below and email it to MonicaLChandler@gmail.com, drop it off in the front office or send in through your child's homeroom teacher. Please submit forms by **March 29th**. The Nominating Committee will begin meeting the following week.

NAME: _____

PHONE: _____ EMAIL: _____

CHILDREN/GRADES AT COLEMAN NEXT SCHOOL YEAR: _____

Positions you would consider (mark in order of preference all positions you would consider):

___ President ___ VP Mini Grant ___ VP Volunteers ___ VP Fundraising
___ Treasurer ___ Recording Secretary ___ Corresponding Secretary

Qualifications, experience, interests:

Are you or have you been an officer/board member in any other organization(s) related to education? If Yes, please list the organization and position:

WILLINGNESS TO SERVE

The Executive Committee of Coleman Middle School PTSA is composed of seven Officers from the PTSA Board. Each is a year round time commitment.

President

Presides at meetings of the organization. Coordinates and serves as liaison between PTSA, school staff & administration, students, parents, and community. Serves as a resource and support to all PTSA committees.

VP of Mini Grants

Collects and presents to the PTSA Board all mini-grant requests from school staff & administration, students, and parents. Coordinates collection of supporting documents and related payment for approved mini grants.

VP of Volunteers

Organizes and distributes the contact information of volunteers for all PTSA committees in the first weeks of school. Collects and tabulates volunteer hours in the Spring.

VP of Fundraising

Implements all fundraising activities for PTSA. In recent history, this is a one-time donation letter writing campaign to all Coleman families included in the First Day Packets. Coordinates sending tax letters and creating recognition flyers. Oversees and assists Business Sponsorships Committee Chair. Majority of volunteer hours completed within first semester.

Treasurer

Maintains custody of checkbook, oversees all funds, and keeps financial records. Makes disbursements in accordance with approved budget. Presents current financial statements at all general membership and Board meetings. This is an important position that involves attention to detail, a sense of urgency, and constant communication with the President.

Recording Secretary

Records Minutes of all general membership and Board meetings.

Corresponding Secretary

Prepares the Coleman Chronicle (using Constant Contact) every two weeks. Coordinates with all PTSA Board members, school staff & administration. Prepares any other written communication on behalf of the Executive Committee and PTSA.