

HELP SHAPE THE FUTURE OF OUR SCHOOL

2020 - 2021 Coral Reef High School PTA Executive Board Call for Nominations

It is time to elect our next PTA Executive Board.

Please complete this form if you are interested in running for an elected position.

Please see below for position descriptions.

Your PTA membership must be current in order to run.

Name: _____

Telephone: _____

Email: _____

Officer Position: _____

Return this form by **8/15/2020**.

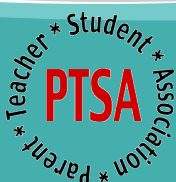
Please submit your information electronically to CRHS PTSA Nominating Committee at:

coralreefptsamembership@gmail.com . Please include all of the requested information and any relevant information that will assist the committee in selecting a slate for the election. For more information or any questions, please feel free to contact the members of the Nominating Committee at coralreefptsamembership@gmail.com or for any additional questions please call:

Tomas Suarez at 561-351-1635.

Brief Bio: (Include any information you feel is relevant -- personal or professional qualifications, volunteer experience, past PTA involvement, etc. attach additional page(s) if necessary.)

See the following pages for PTSA Officer Position Descriptions



Coral Reef HS
PTSA

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Job Descriptions per National PTA for Elected PTA Officers, for CORAL REEF HIGH SCHOOL, See end of list

President

Presides at all meetings of the Coral Reef High School (CRHS) PTA ("CRHS PTA") and of the Executive Board; shall perform such other duties as may be prescribed in the Bylaws or assigned by the CRHS PTSA or by the Executive Board, and shall coordinate the work of the officers and committees of CRHS PTSA to ensure the success of the organization.

Responsibilities include:

- Chairing Board and general meetings;
- Overseeing fiscal compliance;
- Serving as a liaison with school administration or community partners;
- Checking in regularly with officers and committees to ensure the overall plan is on target;
- Identifying challenges and inviting solutions;
- Familiarizing yourself with all PTA programs and resources;
- Representing PTA to the community;
- Recruiting and mentoring volunteers and future leaders; and
- Volunteering at events, when available.

There is a PTA President eLearning Courses on the National PTA web site if you are interested
Great presidents often have leadership, planning, and public speaking skills and experience.

First Vice President/ Fundraising

Presides at meetings in the absence of the President or upon the incumbent's inability to serve; acts as aide to the President and assumes responsibility for duties assigned by the President; assumes leadership for and promotes the CRHS PTSA. Responsible for overseeing all fundraising. Chairing an event is recommended before applying.

Responsibilities include:

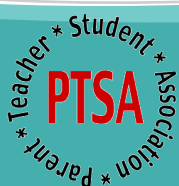
- Implementing duties delegated by the president
- Representing the president in his or her absence
- Performing specific duties as provided for in the bylaws
- Familiarizing yourself with all PTA programs and resources
- Preparing for leadership by attending additional trainings and events that may be offered by your council, region, state or National PTA.

There is a PTA President eLearning Courses on the National PTA web site if you are interested
Great vice presidents often learn or possess leadership, planning and public speaking skills.

Second Vice President/ Volunteerism

Presides at meetings in absence of the President and First Vice President or upon their inability to serve; acts as aid to the President and assumes responsibility for duties assigned by the President. Responsible for overseeing all volunteering for CRHS PTSA sponsored events/programs, e.g., dances. Coordination of classroom parties/volunteers is not included.

Responsibilities include:



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- Implementing duties delegated by the president
- Representing the president in his or her absence
- Performing specific duties as provided for in the bylaws
- Familiarizing yourself with all PTA programs and resources
- Preparing for leadership by attending additional trainings and events that may be offered by your council, region, state or National PTA.

There is a PTA President eLearning Courses on the National PTA web site if you are interested
Great vice presidents often learn or possess leadership, planning and public speaking skills.

Treasurer

Shall have custody of all funds of the CRHS PTSA; shall keep a full and accurate account of receipts and expenditures; shall make disbursements as authorized by the President, Executive Board, or the CRHS PTSA in accordance with the budget adopted by the CRHS PTSA; shall be responsible for preparing and filing tax forms. More details upon request.

Responsibilities include:

- Keeping accurate records and submitting written financial statements for meetings;
- Chairing the Budget Committee, which prepares and monitors the annual budget;
- Ensuring an audit, financial review, or compilation is done in accordance with the bylaws;
- Preparing an annual report to be used to review your PTA financial records;
- Filing your PTA's 990 report to the IRS on time—if your unit is a 501(c)(3);
- Submitting state-level reports and filings as required;
- Overseeing proper handling of money, such as ensuring money is collected, counted, recorded, and deposited promptly and appropriately; and
- Ensuring financial checks and balances are in place at all times.

Great treasurers often have skills or experience with basic financial management. Training and tools are available from your state PTA and National PTA.

There is a PTA Treasurer eLearning Course on the National PTA web site if you are interested
The best Treasurers come with Accounting/ bookkeeping experience and is recommended.

Secretary

Responsible for keeping an accurate record of meetings, which become part of the permanent history of the PTA. In some PTAs, the Secretary also has the responsibility of maintaining all PTA correspondence, including communications with members and notifications for meetings. Because of this, sometimes this position is split into two roles: Recording Secretary and Corresponding Secretary. Here at CRHS the position is currently combined and may be split depending on the volunteer pool and ability to fill two separate positions

Some responsibilities of the Secretary include:

- Working with the President to create a meeting agenda;
- Sending out meeting announcements, agendas, and supporting documents;
- Taking attendance and checking for quorum (minimum number of members who must be present to conduct business at a meeting) during voting;

- Presenting the draft minutes of the previous meeting, making any corrections and ensuring
- approved minutes are included in your PTA's permanent record; and
- Taking minutes, including counting and recording any votes.

There is a PTA Secretary eLearning Course on the National PTA web site if you are interested
Great secretaries often have prior volunteer and/or meeting experience and are enthusiastic about PTA.

Corresponding Secretary

Responsible for sending out notices of the Executive Board and other meetings and Principal approval. Responsible for the production, printing, and distribution of the CRHS PTSA materials. Responsible for social media communications, including CRHS PTA website, Facebook and Twitter, etc. or working with volunteers to do.

Recording Secretary

Records minutes of all meetings of CRHS PTSA and of the Executive Board; shall file all records (other than financial); shall have a current copy of the bylaws; shall maintain a current membership list; and shall perform other delegated duties as assigned. Responsible for sending out correspondence for PTA Executive Board to CRHS staff, families in regard to congratulations, condolences, etc.

Student PTSA Liaison Representative

Represents the Student body PTSA representatives as a liaison to support the interests of the Student body PTSA board. They support and help guide student PTSA member's in their representation of school events as well as attending/ hosting monthly lunch time meetings for the students at the school.

This position is appointed by the CRHS PTSA Executive Board.

Coral Reef High School Board Position Descriptions

1st VP of Membership:

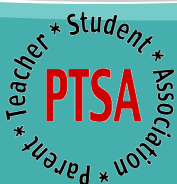
Coral Reef PTSA has several vice presidents. These positions are numbered for clarity of succession in office, and are as follows:

- 1st Vice President of Membership
- 2nd Vice President of Volunteers
- 3rd Vice President of Ways and Means

The first vice president is called on first to preside in the absence of the president. If the first vice president is not available, then the second vice president is called on, etc.

As first vice president you will:

- Assume the duties of the president in case of absence and perform other duties as assigned and as prescribed in the bylaws of Coral Reef.
- Study the bylaws, the National PTA President's Quick Reference Guide, and Robert's Rules of Order, Newly Revised, in order to be familiar with parliamentary procedure and to be an able successor to the president should the need arise.
- Be sure your PTA is represented in all meetings, conferences, discussion groups and related activities. If the president is not able to attend, then the vice president should.
- Refer to yourself as "the chair" when presiding at meetings.



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As Membership Chair:

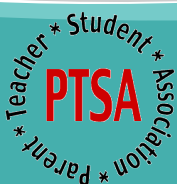
- Make membership growth and retention a priority of the PTSA
- Establish membership goals
- Work with membership committee, president, and entire executive board to decide on a membership campaign theme
- Create a marketing plan that promotes our PTSA's successes and the work of the PTSA so that new members will be informed and attracted to join, and current members will be motivated to renew their membership. All fliers must be pre-approved by president and principal
- Help recruit committee members to assist in the planning and execution of the membership campaign
- Develop an outreach component within the campaign for underrepresented groups
- Create a timeline for membership campaign activities
- Collect and reconcile membership dues with treasurer
- Oversee the creation and upkeep of the membership database by the membership committee person assigned to that role
- Assist with the distribution of membership cards, as necessary
- Hold regular planning meetings with membership committee and other board members
- Work with 2nd VP of Volunteers to recruit volunteers as needed
- Know your budget, save your receipts and submit them to treasurer with a Payment Authorization Form for reimbursement
- Familiarize yourself with Coral Reef's PTSA's unit Bylaws
- Maintain (and turn over) a Vice President of Membership procedure book
- Update Corresponding Secretary with upcoming events and dates
- Attend monthly board meetings and provide regular membership reports (or send report via email)
- Track your volunteer hours spent on program and submit at least monthly (before end of month)

As Volunteers Chair:

- Make volunteer growth and retention a priority of the PTSA
- Establish volunteer goals
- Work with volunteer committee, president, and entire executive board to decide on a volunteer campaign theme
- Create a marketing plan that promotes our PTSA's successes and the work of the PTSA so that new volunteers will be informed and attracted to support the PTSA and students as-approved by the PTSA president and School principal
- Help recruit volunteer members to assist in the execution of PTSA sponsored events
- Create a timeline for volunteer activities
- Oversee the creation and upkeep of the volunteer database
- Contact and keep volunteers up to date with pending events that will require volunteer support
- Work with 1st VP of Membership to recruit volunteers as new members join the PTSA
- Familiarize yourself with Coral Reef's PTSA's unit Bylaws
- Track and provide volunteer hour certificates to students and volunteers after events
- Update Corresponding Secretary with upcoming events and dates that will require volunteers
- Attend monthly board meetings and provide regular volunteer reports (or send report via email)
- Track your volunteer hours spent on program and submit at least monthly (before end of month)

Other Chairs and positions default to the typical National and Florida PTSA position descriptions;
Planned for this year; a new and exciting
Chair for “Health and Wellness”

Will help provide resources and information to families, educators, communities and students that will help to promote the health, safety and well-being of children and families. Will help provide ideas to promote the health and wellness can include education, information, programs, activities of unit members, educators, community members, students, and any group that has interest and concerns about children. Workshops, advisory meetings, community presentations, media releases, websites, newsletters, e-mails are all ways to disseminate and get the information out.



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