

CULVERDALE ELEMENTARY SCHOOL PTA

Get involved in the decision making at your child's school. Join the 2008/2009 PTA Board!!

Some positions require a minimal amount of time - 1 meeting a month, only 7 or 8 months a year. A few offices require more time, but give you the opportunity to really make a difference. The following is a brief description of the offices and positions available:

Executive Board:

President - Presides at all PTA meetings, attends PTA Council and District meetings, and coordinates work of all officers and chairpersons.

Executive Vice President - Assists and substitutes for the President as needed.

1st Vice President (Publicity) – Coordinates printing and distribution of PTA flyers and provides weekly summary of school events to the Irvine World News newspaper.

Secretary - Records proceedings of all meetings and keeps other legal records of the PTA.

Treasurer - Keeps an accounting record of all monies paid and received, pays all bills, and informs members of expenditures.

Financial Secretary - Gives receipts for all monies received for the Association, keeps records, and makes bank deposits.

Auditor – Audits the books and financial records twice a year and prepares a report to the Association.

Historian - Assembles and preserves a record of activities, achievements, and volunteer hours of the Association.

Volunteer Positions:

Parliamentarian – Attends all PTA meetings and gives necessary advice in parliamentary procedure, chairs the bylaws committee, and reviews bylaws and standing rules annually.

Volunteer Coordinators - Recruits and coordinates volunteers and room parents for all PTA supported activities.

Ways and Means Coordinator – Schedules and coordinates chairpersons of fund raising activities.

Legislative Action - Provides awareness of current issues in local, state, and national legislature.

If you want a voice in important PTA decisions, would like to chair a committee or assist with PTA projects, please return this form to the school office by May 9, 2008. If you have any questions, please call Mrs. Nixon or Rose Forst in the school office at (949) 936-5600, or Rania Khalaf, current PTA President at 949-838-0149. Thank you.

Name Phone Number Position(s) Interested In

Comments: _____
