



Nomination Form

Recommendations for Nomination to the Island Park PTA Executive Officers

At the April 15th meeting, Island Park PTA will be electing officers for the following positions for the 2015-16 PTA year:

- The Office of President Elect
- The Office of Co-Treasurer
- The Office of Vice-President Family Services
- The Office of Vice-President Communications
- The Office of Co-Ways and Means

(Please print)

Recommendation for the Office of _____

Name _____ Phone _____

Email _____

Qualifications for this office:

PTA service and experience:

Community service/other activities:

Other leadership qualities:

Submitted by: Name _____ Phone _____

Individuals are welcome to recommend themselves. For information about a position, check out the Island Park website or to request PTA job descriptions, please contact **Ricca Poll at riccapoll@comcast.net** . Please put SEALED recommendations in the PTA folder in the main office.

Deadline: March 18, 2015



Job Descriptions

(Below are a few of the major aspects of these PTA responsibilities. Please refer to the PTA directory or contact Ricca Poll (riccapoll@comcast.net) for a more complete description.)

The Office of President-Elect

- The President-Elect shadows and helps the current PTA president with ongoing duties. This is a 1 year commitment, with a 1 year commitment following as PTA President. The President Elect will attend PTA council meetings, 2 EC meetings per month, 4 general PTA meetings a year, weekly or bimonthly principal meetings and attend most IP events.

The Office of Co-Treasurer:

- The Co-Treasurer manages the budget, processes all check requests through Quickbooks or Quicken, reconciles the bank statements once a month and creates budget reports for the meetings. All officers are responsible for attending 2 EC meetings a month, plus any General Membership PTA meetings. This position has a 2 year time commitment.

The Office of Co-Ways and Means:

- The VP of Ways and Means oversees the fundraising for Island Park. Ways and Means raise money for the PTA general fund as well as the Hand in Hand paraprofessionals. This is done through a ask in parent pack at the beginning of the year as well as Steps for School, Community Fundraising (Such as Amazon), Sock Hop (lead by second grade teachers), Island Books Brunch and Browse, Box Tops and the Spring Party. All officers are responsible for attending 2 EC meetings a month, plus any General Membership PTA meetings. This position has a 2 year time commitment.

The Office of Family Services:

- This position oversees events that build our special IP community such as Kindergarten New Families, Opening Day Coffee, New Family Coffee, Bingo Night, Ice-Cream Social, International Night and the Hoedown. All officers are responsible for attending 2 EC meetings a month, plus any General Membership PTA meetings. This position has a 2 year time commitment.

The Office of VP of Communications:

- The VP of Communications oversees the individuals in charge of the school directory, Eagle Newsletter, Yearbook, Display Case, Facebook and the PTA website. All officers are responsible for attending 2 EC meetings a month, plus any General Membership PTA meetings. This position has a 2 year time commitment.