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# LHAECPTA 2010-2011 Board Position Descriptions & Nomination Form

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**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Please circle the board position you are interested in. If more than one interests you, then rank your desired positions with a number on the left side of the sheet. THANK YOU for considering a role in our board!**

*Below is a description of the board positions for the LHAECPTA. **Executive Board Members** will be elected at the **February general meeting**. **Board members and committee chairpersons** will then be appointed by **March**. Board meetings are held approximately seven times a year (first Thursday night of the month) and general meetings are the second Wednesday morning of the month. Board members are responsible for submitting articles to the newsletter when appropriate for their activities. All board members receive a handbook and transition information (during the May Board Meeting) from the previous member as well as guidance from the officers. **If you are interested in a particular position, we encourage you to call the current board member for more information.***

*We hope that you will take the time to be involved on this year's Board. It is a lot of fun, as well as a great opportunity to make a difference for our children and our neighborhood. **Please bring your nomination form to the January general meeting or mail it to Tiffany Walker, 9225 Middle Glen Dr, Dallas, TX, 75243 by Friday, JANUARY 15th, 2010. Board positions are awarded on a first come, first serve basis so TURN IN YOUR NOMINATION EARLY.** You will be contacted to discuss your placement.*

## **Officers/Executive Board Members (must attend general and board meetings):**

**President:** Coordinates planning of the group's projects, acts as official legal representative of the group (signs all contracts, approves all documents going to print, oversees finances), presides at all general & board meetings, writes a monthly newsletter column, proofs newsletter and attends RISD Council of PTAs meetings when possible.

**1st Vice President – Ways and Means:** Presides in the absence of the president, is responsible for the storage unit, oversees fundraising committees, and coordinates solicitation for budgeted items.

**2nd Vice President – Programs:** Coordinates the general meetings – handles arrangements with the facility, coordinates and introduces speakers, and oversees the hospitality and nursery programs/reservations committees.

**3rd Vice President – Membership:** Coordinates membership drive kick-off party, working with children's activities and hospitality board members. Fields calls from interested potential members & sends out information packets. Sends membership roster to the Texas State PTA Organization. Oversees membership aide, membership directory, and publicity board positions. Records paid dues in database.

**Secretary:** Maintains records for all general & board meetings, handles the group's correspondence, tracks & reports volunteer hours.

**Treasurer:** Maintains a record of all receipts & expenditures, makes disbursements in accordance with the budget, serves as Chair of the budget committee, and compiles a budget. Working knowledge of Quicken is very helpful.

**Historian (appointed by president):** Coordinates & assembles the annual scrapbook, makes a board picture display, compiles Board profiles for the newsletter.

**Parliamentarian (appointed by president):** Advises the president on parliamentary procedure, submits requests for amendments of the Bylaws to Austin, opens each meeting with the Pledge of Allegiance and an inspirational reading, and conducts officer elections.

## **Other Board Members (should attend general and board meetings when possible):**

**Adult Interest Coordinator:** Recruits chairpersons for and helps organize adult interest activities (arts & literature, dinner groups, playgroups, etc.) Reminds chairpersons of newsletter deadlines and keeps president, membership VP, and web site coordinator informed. Coordinates adult interest group booth for kick-off party and first general meeting.

**Children's Activities I (team of at least 2):** Plans September Pumpkin Painting Party, and event in November, the December holiday party and the Family Picnic in April/May by choosing date, location, entertainment, crafts, snacks, and organizing volunteers to help setup and clean-up. At least one member from this team should attend the board and general meetings.

**Children's Activities II (team of at least 2):** Plans the Halloween carnival in October, an activity for January, the February Valentine's party, and the Easter egg hunt in March/April by choosing date, location, entertainment, crafts, snacks, and organizing volunteers to help setup and clean-up. At least one member from this team should attend the board and general meetings.

**Children's Activities III (team of at least 2):** Plans all festivities around the LHEC 4th of July parade (including decorating of a truck/float). Plans theme, children's games, crafts, and entertainment (working closely with membership VP and hospitality) for kick-off party.

**Community Projects (team of 2):** Organizes a minimum of one fall and one spring service project. Ongoing drives, special collections, and monthly newsletter submissions are standard. Also, submits Green Parenting articles for newsletter. At least one co-chair must attend board meetings and general meetings.

**Newsletter Editor:** From articles and ads submitted from other members, produces a monthly newsletter using MS Publisher. Includes formatting, editing, importing graphics, and tracking down information. Submits drafts to president and another member for proofreading. Arranges for printing at RISD print shop, creates PDF files for web site, and oversees newsletter distribution. Devises a formal deadline schedule. Some desktop publishing or word processing experience needed. Can solicit help from other board

members for some pieces, such as the calendar, board pictures, and profile write-ups. Software and printer owned by PTA are provided. Must have own computer and printer. Related material cost will be reimbursed in accordance with the budget.

**RISD Liaison:** Educates members on RISD. Responsibilities include scheduling school tours, coordinating neighborhood playgroup leaders and submitting information to newsletter. Should attend board meetings. Oversees RISD Council delegates and PAC delegates.

### **Standing Committee Chairpersons (meeting attendance related to each position):**

#### **Fundraising Positions:**

**Directory and Newsletter Advertising:** Solicits ads for the membership directory, monthly newsletter and pta website. Responsible for submitting advertisements in electronic form to Newsletter Editor. Scanner owned by PTA provided.

**Shopping Soirée (team of 2-4):** Coordinates annual holiday shopping event (vendor recruiting, facility selection & lay out, volunteers etc) which highlights local businesses and is open to anyone to shop at in the Fall.

**Santa Stops (team of 2):** Coordinates Santa Stops & letters from Santa during November and December.

**Home Tour/Event Coordinator (team of 2):** Organizes home show details including locations, food, ticket sales, and decorations. Works with home show auction coordinator.

**Home Tour/Auction Coordinator (team of 2):** Coordinates the auction portion of the home show. Solicits auction items, collects items, develops bid sheets, collects money, distributes items, and takes care of follow-up tax and thank you letters. Works with home show event coordinator.

**Adult Event** Plans and coordinates an Adult Event in the spring. Schedules the date, finds the location, designs flyers, sells tickets, coordinates volunteers, and performs other minor duties.

**Hospitality (team of 4):** Set-up/clean-up of meeting room (including microphone set-up) and coordinates refreshments for general meetings. Also coordinates food needed for Kick-off party. Coordinates the end-of-year old/new board dinner. Coordinates icebreaker at general meetings. Must attend general meetings (arriving early to make sure coffee/refreshments set up before start of meeting).

**Kids' Korner:** Writes monthly newsletter articles that spotlight kid-friendly restaurants, seasonal crafts, birthday party venues, and children's activities and events in the metroplex.

**Membership Aide:** Coordinates PTA Pals and new member brunch in the Fall. Oversees Yahoo Groups and Facebook page to make sure only members have access. Must be computer literate.

**Green Parenting:** Writes a monthly column for our newsletter featuring green ideas/events. Encourages membership to sign up for online newsletter and identifies opportunities for our group to be more environmentally sensitive.

**Membership Directory:** Compiles the membership list, advertisements, and other necessary information to publish a membership directory in November using MS Publisher. Responsibilities include formatting, editing, importing graphics, and tracking down information. Responsible person must submit drafts to the president and advertising person for proofreading. Arranges for printing at RISD print shop, creates PDF files for the print shop. Some desktop publishing or word processing experience needed. Software owned by PTA provided. Must have own computer and printer. Related material cost will be reimbursed in accordance with the budget.

**Newsletter Distribution:** Collates and mails the monthly newsletter in a timely manner to ensure that membership receives newsletter by the 1st of every month. Prints out mailing address labels for paper newsletters on a monthly basis. Run mailings through the postage machine for other positions.

**Nursery Programs:** Organizes a craft and entertainment for children in the nursery during each general meeting. Must attend general meetings.

**Nursery Reservations:** Manages the nursery reservation hotline – takes nursery reservations, determines number of sitters needed each month, and compiles sign-in sheets for nursery rooms and check-in at general meetings. Collects payment for nursery. Is liaison with nursery sitting service. Must attend general meetings and be willing to miss a portion of the meeting.

**Publicity:** Coordinates publicity for the membership drive, general meetings, fundraisers, and special events. Revises copy and layout for the membership brochure, as needed. Coordinates production of membership drive posters and other miscellaneous print projects as needed. Manages yard signs and distributes to board members. Liaison between online/newspaper media and committee members.

**Sunshine Coordinator:** Coordinates delivery of meals to new moms and others in need. Recruits and schedules volunteers and manages e-mail and/or phone list. Verifies eligibility of PTA members needing meals. Sends sentiments of general membership to members who are ill, have lost loved ones, or have achieved accomplishments.

**Web Site Maintenance:** Maintains and updates LHAECPTA web site using Microsoft FrontPage. Yearly-updates board list and downloadable membership form. Monthly-updates web site areas including children's activities, adult interest groups, and general meetings based on information received from board members. Posts a monthly newsletter using Adobe Acrobat and sends link out via Yahoo Groups. Periodically checks and updates broken or incorrect links.

### **Delegates (to be elected at the April general meeting)**

**Parent Advisory Council (PAC) Delegates (team of 2 – 1 delegate, 1 alternate):** Attends three evening meetings of the RISD PAC as a representative of our group to pose questions about all aspects of the school system.

**RISD Council Delegates (1 or 2 people):** Attends monthly RISD Council of PTA meetings and reports to our group. (Meetings held once a month on Thursday mornings at the RISD Administration building.)

**Thank you for considering a leadership role in our top notch LHAECPTA – Established 1959**