



Submission Deadline: 3/22/21

PTA Board Member Interest Form

Name: _____

Address: _____

Phone: _____

Email: _____

I would be interested in serving in the following capacities (mark any that interest you):

Executive Committee

- President
- 1st VP – Parent Volunteers
- 2nd VP – Membership
- 3rd VP – Publicity
- 4th VP – Ways & Means
- 5th VP – Programs
- Treasurer
- Secretary

Board of Managers

- Safety and Citizenship
- Hospitality
- Family Engagement
- Community Outreach
- Cultural Arts
- Legislative Advocacy
- Turkey Trot Race Coord.

A brief description of job titles can be found on the back of this form. Additional information can be provided upon request by contacting Leska Parker at lparker@bayharbourumc.org or by phone at 903.918.1546.

I would also like to recommend the following individual(s) for the position(s) indicated:

I have reviewed and agree to abide by the Crosswind PTA By-laws and Standing Rules.

<https://www.crosswindpta.com/governing-documents.html>

Please describe your qualifications for office: *(previous volunteer experience is helpful but not required)*

Submitted By: _____ Date: _____

If submitting a paper form, please return to school to the attention of **Mrs. Dodd, Teacher Representative.**

To submit digitally visit: <https://forms.gle/5NpfvJcrid22RHXD6>

All information provided shall remain confidential.

Crosswind PTA Board Positions

EXECUTIVE COMMITTEE: Officers are elected by the General Body.

- **President** - Work with the Principal of the school to oversee the effectiveness of PTA projects. Coordinate the work of the Officers and Committees to ensure that their purposes are promoted. Must have served on the Crosswind Elementary PTA Board for at least one term (as stipulated in the Bylaws Article VI Section 4).
- **Vice President - Parent Volunteers (1st VP)** - Solicit the general school population for interest in volunteer areas. Maintain a master list of PTA volunteers and distribute the list as appropriate. Coordinate room parent activities as necessary. Serve as advisor to the Hospitality Committee.
- **Vice President - Membership (2nd VP)** – Coordinate membership drive. Maintain membership database and records and submit reports as required to Tennessee PTA officials and United Shelby County Council. Serve as advisor to the Family Engagement Committee, Legislative Advocacy Committee, and DEI Committee.
- **Vice President - Publicity (3rd VP)** – Produce a PTA newsletter at least 4 times during the school year. Maintain the Crosswind PTA website. Promote PTA events on social media and the website. Work with other Board of Managers members to provide photographs for the PTA. Maintain a historical photographs file. Serve as advisor to the Community Outreach Committee.
- **Vice President - Ways and Means (4th VP)** – Solicit donations from sponsors. Plan, organize and execute the Turkey Trot Fundraiser (TT Pep Rally, donations, administration) and assist TT Race Coordinator with the TT Awards Ceremony. Serve as advisor to the Turkey Trot Race Coordinator committee.
- **Vice President - Programs (5th VP)** - Plan the programs for each general meeting in coordination with the President. Work to help support and promote the Crosswind Library and current reading initiatives. Serve as advisor on the Safety and Citizenship Committee and Cultural Arts Committee.
- **Treasurer** - Maintain a full and accurate account of receipts and expenditures in the books belonging to the PTA. Present a monthly budget report. Make disbursements as authorized. Submit annually to the Internal Revenue Service the appropriate 990 form by November 15. Serve as chairman of the Budget Committee.
- **Secretary** - Record and distribute the minutes of all meetings of the PTA. Send meeting reminders to the Executive Committee and Board of Managers.

BOARD OF MANAGERS: Officers are elected by the Executive Committee during the May Crossover Meeting.

- **Safety & Citizenship** - Communicate with the school nurse about health room needs. Oversee Safety Poster Contest and Citizenship Literature Program. Plan and coordinate health, safety, and drug awareness activities (Red Ribbon Week).
- **Hospitality** - Plan and coordinate PTA programs/receptions and Teacher Appreciation activities (Back-to-School Teacher Breakfast, Monthly Teacher Treats, Teacher Appreciation week).
- **Family Engagement** – Plan and coordinate Annual Family Appreciation Event for school and coordinate monthly family engagement events.
- **Community Outreach** – Coordinate philanthropic programs, including our monthly food bank donations.
- **Cultural Arts** - Coordinate programs promoting cultural arts (including PTA Reflections Contest).
- **Legislative Advocacy**- Stay informed about all local, state and national legislation that affects the health, safety, education and welfare of our children and youth.
- **Turkey Trot Race Coordinator** – Plan, organize, and execute the Turkey Trot Race Event (pep rally, race day, awards) and the TT Awards Ceremony.