

**Hazelwood PTSA
Recommendation for PTSA Executive Board
for the 2011-12 School Year**

On March 25th, the Hazelwood PTSA Nominating Committee will present their recommendations for the following elected positions to the Executive Board/Committee: President, Vice President overseeing Community Events, Vice President overseeing Fundraising, Vice President overseeing Programs, Secretary and Treasurer. A complete description of these positions is available.

The Nominating Committee would like your help identifying potential candidates for these positions. To be eligible for election to any of the above positions, candidates must have been a member of the PTA at least 30 days.

The final election of officers is scheduled to take place at the Tuesday, April 12, 2011 general PTSA General Membership Meeting.

Please complete and return the following form by March 14th, if you would like to recommend someone. Individuals are welcome to recommend oneself for a position. The Nominating Committee thanks you in advance!

Recommended Candidate's Name: _____

Recommended for the position of: _____

Phone: _____ **Email:** _____

Please list Qualifications for this Position, PTSA Service and Experience and Community Service:

Submitted by:

Name _____

Phone _____ **Email** _____

Hazelwood PTSA Standing Rules are available on the Hazelwood PTSA website www.hazelwoodptsa.org.

Please place SEALED recommendations in the PTSA mailbox for the PTSA Nominating Committee.

Please direct any questions to the Hazelwood PTSA Nominating Committee Members: Lisa Tintinger ltintgers@msn.com, Darby Smith darbyj74@hotmail.com, and Pamela Scott pamelatime@hotmail.com.

Hazelwood PTSA 2011-12 Executive Board Position Responsibilities

Per the Hazelwood PTSA Standing Rules, the elected officers (Executive Board/Committee) of this PTSA shall be President, Vice President(s), Secretary and Treasurer. Any elected position may be held jointly by two (2) or more people. Each co-position holder shall be entitled to voice and vote at the Board of Directors meetings.

Expected Time Commitment – while each role may have varying time commitments, positions are somewhat like a flexible part-time job. If you are unsure whether it will work with your work schedule, know that if you work full time you can do it! However, realistically, if you carry a full time job you will need to have a job with flexibility that would allow you to be able to attend some school assemblies and events during school hours. It is also imperative to attend the two fundraising events – the Fall Fun Run and Spring Auction. As an executive committee we work together to help each other when life throws us curve balls, but it is important you understand the time commitment goal up front. The peak times of need at school are the beginning and end of the year.

Summary of Position Responsibilities:

President

Primary objective is to support executive committee members, foster a good relationship with the school via twice a month meeting with principal for Cultural Arts Assemblies and Academic Support, help find and recruit chairpersons, Legislative Rep., attends school functions and works to find the schools needs while finding solutions to meet them. Fosters relationship with community through Renton Council Meetings & Newcastle Chamber meetings.

Vice Presidents

We are looking for three or more Vice Presidents. The roles may be filled by one person or two co-vice presidents. Each Vice President is expected to attend two meetings a month (first and second Tuesdays) as well as at least one meeting with each chaired committee they oversee. The committees need a VP to oversee, guide and support the chairperson. The VP's roll is to ensure the committee and committee chair acts on behalf of the schools PTSA mission and overall in the best interest of all students.

VP of Community Events – This Vice President oversees the chair and committees of the following events: Popcorn & Movies, Carnival, Room Parent Coordinator, Staff Appreciation, Hospitality, Meet & Greet, First Week of School, Pancake Breakfast & Book Fair, All School Field Day, 5th Grade Recognition & Field Day,

VP of Fundraising – This Vice President oversees the chair and committees of the following events: Spring Auction, Fall Fun Run, Business Sponsors for Student Directory and Auction, 50/50 Raffle, Freebie Fundraising, and 4th Grade Camp Fundraising for 5th Grade., 5th Grade legacy Fundraising.

VP of Programs –This Vice President oversees the chair and committees of the following events: Vision and Hearing Volunteers, Community Service, School Play or Talent Show, Art Docent, Mustang Clothing, Grants & Scholarship Awards, Emergency Prep, Science Fair, School Pictures, Yearbook, Reading Express.

Secretary

The secretary oversees the (or “is also”) the Membership Chair (has to be a board member – inputs all memberships in to PTSA site, runs membership drive in the fall and again in January if 100% membership is not met in fall), Secretary oversees the chair of Student Directory, sends E-Bulletins compiled from executive committee and sent every Friday, compiles two page Newsletter for school by 20th of each month, keeps and distributes Meeting Minutes from twice a month meetings, and sends Web Site admin updates as needed.

Treasurer

The Treasure’s position requires general computer skills and basic financial knowledge. The Treasurer balances and tracks accounts He/she tracks all PTA related expenses, reimbursements and deposits. He/she ensures all transactions are correctly documented and within budget. Must be willing to carry the torch all year long with peak times in the fall and spring. The Treasurer oversees the Corporate Matching chair.