



HOLLY AVE PTA IN ACTION - 2016-2017

Programs Supported

- Teacher Appreciation
- Box Tops for Education
- Library & Classroom Books
- Teacher Grants
- Can Food Drive
- Red Ribbon

Events Sponsored

- Kindergarten Orientation
- Fall & Spring Book Fairs
- Donuts with Dads
- Muffins with Moms
- Father Daughter Dance
- Mom & Son Bowling
- Assemblies
- Class Programs
- Holiday Shop
- Pumpkin Carving Event
- APEX Fun Run

Services & Supplies

- Copier Service
- Health Office Supplies
- School Sweatshirts
- School Supply Packs
- Volunteers Recruited
- School Fundraising Efforts

HOLLY AVENUE PTA

Nominations & Elections for 2017-2018

✓ **CALLING ALL PTA MEMBERS FOR EXECUTIVE BOARD MEMBER NOMINATIONS!**

Nominee Requirements

- Must be a PTA member for at least 30 days at the time of the election;
- Must support the Purposes and basic policies of the PTA and recognize that PTA is an effective organization working for all children and youth;
- Should have effectively carried out previous PTA and/or other organizational responsibilities;
- Should have knowledge of the organization and its role in the school and community;
- Should be willing to give PTA priority and commitment including attendance at meetings;
- Must be fair and objective and concerned for the well-being and best interests of the PTA; and
- Must understand the importance of effective teamwork.

No member shall be eligible for the same office for more than two consecutive one-year terms or hold more than one elected or appointed office.

Slate of Candidates will be presented at the March 2017 meeting by the Nominating Committee. All candidates for executive board officer positions must be current PTA members. **Please return this form to your child's teacher or to the school office by Friday, January 13th, 2017.**

Elected Officers

Nominee Name

Contact Info

President

Executive Vice President

1st Vice President/Publicity

2nd Vice President/Ways & Means

3rd Vice President/ Legislation

4th Vice President/ Membership

Treasurer

Financial Secretary

Secretary

Auditor

Historian

Officer and Committee Chair Descriptions

The Holly Ave Executive Board is comprised of Executive Board Members. It meets on the 1st Friday of each month at 7:30 am to conduct PTA business. General Association PTA meetings for the entire membership are scheduled at least 4 times per year on the 4th Wednesday of September, November, March and May of the school year. All Executive Board Officer Members are required to attend all Board meetings and General Association Meetings as part of their job commitments, as well as uphold Holly Ave PTA procedures, values and ongoing commitment to supporting Holly Avenue Elementary School.

Elected Officers Descriptions:

President – Serve as leader and key contact for the Holly Ave PTA; preside at all PTA meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTA's objectives can be met. (Effort: year-round, ongoing)

Executive Vice President - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

1st Vice President/Publicity - Disseminate positive information to the community about the school, its students, and the PTA. Promote related activities and programs in order to heighten community awareness. Many tasks (like notices to newspaper) can be accomplished via email. Point person for Holly Avenue PTA Konstella communications, Facebook and Twitter. Also helps committee chairs with sending out flyers and announcements for Holly Ave PTA events. (Effort: year-round, time varies 4-8 hours per month.)

2nd Vice President/ Ways & Means (Fundraising) - Manage the coordination of the Holly Avenue PTA's fund-raising activities. The PTA holds one big Apex Fun Run in the fall and if needed, other smaller fundraising efforts as needed which may include See's Candy Fundraiser, Holiday Grams, Read-a-thon, etc. (Effort – mostly in Fall during Fundraising Campaign – 5-10 hours/month or depending on fundraising goals of PTA)

3rd Vice President/Legislation- Represent Holly Ave PTA at the Legislative Conference in Sacramento, usually in March. Be the Liaison for information regarding legislation from National and California State PTA. (Effort: 1-2 hours/month except for when travelling to Legislative Conference in Sacramento)

4th Vice President/Membership - Organize the annual PTA membership drive and the on-going process to encourage membership. Maintain membership records. (Effort is primarily in August, September. 3-5 hours per month. Minimal role after September.)

Treasurer - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTA events where money will be collected; be present at all PTA meetings to present the Treasurer's Report; assure that PTA policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: 4-5 hours per month, average)

Financial Secretary – Gives receipts for monies received for Holly Ave PTA and deposit immediately in a bank approved by the executive board and give a copy of the deposit slip to the Treasurer. Keep an accurate record of all receipts for filing with the treasurer's financial records for Holly Ave PTA. Present a monthly report at every general association meeting and executive board meetings or at other times requested by the association. (Effort: 2-4 hours per month).

Secretary - Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents on USB drive; keep the calendar of events for the PTA. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

Auditor – Examine the Treasurer's books 2 times a year, and complete audits in December and June and produce reports to be presented to Arcadia Council PTA and California State PTA. Present Auditor's report at PTA meetings in March and September for approval. (Effort: 4-8 hours per year).

Historian – Assembles and preserves a record of the activities, achievements and volunteer hours of Holly Ave PTA. Acts as custodian of records and other materials pertinent to the history of Holly Ave PTA. Assists the President with the preparation of the association's annual report required by California State PTA. (Effort: 2-4 hours/month or as needed)

Parliamentarian - (appointed by the President) Attends all meetings of Holly Ave PTA and of the Executive Board and gives necessary advice in parliamentary procedure when requested. Calls the first meeting of the nominating committee, conduct election of a chairman and give instructions in procedure, and may be contacted for additional information, if needed; and shall attend meetings of the nominating committee only if elected to serve as a member of the committee. Chairs the bylaws committee and reviews bylaws and standing rules annually. (Effort: 2-4 hours/month or as needed)