

You Can Make A Difference!

Blythe Park PTA is looking for members who are interested in serving on the executive board for the school year of 2012-2013. Elected officers will be installed at the May general membership meeting.

Listed below are the executive board positions. Those positions which are marked "Open" need an occupant. If the position is not marked "Open," there is currently an occupant with time on his/her term still remaining. However, interested parties are welcome to apply for *any* position, whether "Open" or not. The nominating committee will take every application under consideration.

Please complete the form below and return it by Friday, February 17th to the Blythe Park Office PTA box, Susan Casey, Sarah Leone, or Jill Glawe. If more than one position interests you, please designate which position is 1st choice, 2nd choice, etc... We would like a 2-year commitment. However, incumbents would still have to be nominated for the second year after the first year of the term was fulfilled.

President: OPEN

First Vice President (Family Fun): Debbie Brand has served one year in this position and would like to be nominated for a second year.

Second Vice President (Academic Enrichment): OPEN

Third Vice President (Fundraising): OPEN

Secretary: OPEN

Treasurer: Becky Anderson has served one year in this position and would like to be nominated for a second year.

Parliamentarian: Susan Casey has served one year in this position and would like to be nominated for a second year.

Questions? Please contact Susan Casey at (708) 447-4285 or scasey396@comcast.net.

If you are interested, please state so below and return this to the Blythe Park Office or to Susan Casey, Sarah Leone, or Jill Glawe by Friday, February 17th.

I _____ am interested in running for:

President 1st Vice President 2nd Vice President 3rd Vice President
 Secretary Treasure Parliamentarian

President (in addition to the duties outlined in the by-laws):

- a. Be responsible for signing the organization's checks in absence of the Treasurer.
- b. Attend all District PLT meetings and communicate information as needed.
- c. Attend or assign representative to attend of Board of Education meetings and communicate information to organization.
- d. Responsible for all organization communications including: monthly/bi-monthly newsletter, e-mail communication, and web site.
- e. Create organizations yearly calendar and attend District calendar meeting (May).
- f. Ensure all annual PTA bills are paid on time (insurance, IRS, membership dues).
- g. Oversee the following committees: Membership, Room Parent Coordinator, Student Council Representative, Bulletin Boards, and Press & Publicity.
- h. Responsible for fulfilling the standing committee chairs for committees this position oversees if not filled by the general membership.
- i. Receive folders from 1st VP, distribute folders, and collect folders from all committees this position oversees.
- j. Responsible for gathering national PTA news and disseminating to organization.
- k. Pursue grant opportunities for the organization.
- l. Ensure that Illinois PTA District 28 Director has the correct Blythe Park PTA contacts.

First Vice President (in addition to the duties outlined in the by-laws):

- a. Act as an aide to the President.
- b. Perform the duties of the President in the absence/inability of the officer to serve.
- c. Sign all legal documents, including contracts, if the president is unavailable for more than three (3) days.
- d. Attend all General Membership, Executive Board, and Executive Committee Meetings.
- e. Attend District PLT meetings if President is unable.
- f. Attend District calendar meeting with President (May).
- g. Maintain and update folders for the year's activities.
- h. Distribute all folders to the President and/or VPs by first PTA meeting unless event is held in September. September event folders to be distributed in June.
- i. Prepare, distribute, and collect Volunteer Interest Packet to all families and present chairman/co-chair recommendations to Executive Committee by May.
- j. Communicate chairman/co-chairs to general membership by end of school year (June).
- k. Oversee the FAMILY/FUN Programs: Birthday Books, Bowling Afternoon, Celebration Books, Field Days, 5th Grade Games Night, 5th Grade T-shirts, 4th Grade Directory Design, Fun Fair Games, Fun Fair Pizza, Fun Fair Prizes, Fun Lunch, Holiday Ornament Workshop, Halloween Play, Ice Cream Social, Library Book Covers, Movie Night, Photography Volunteers, Family Fun Night, Snowball Dance, Teacher Appreciation Lunch, Election Day Volunteers, and Picture Day Volunteers.
- l. Prepare budget recommendations for the committees this position oversees. Communicate to Treasurer for annual planning (April).
- m. Prepare calendar recommendations for the committees this position oversees. Communicate to President for annual calendar planning (May).
- n. Responsible for fulfilling the standing committee chairs for committees this position oversees if not filled by the general membership.

- o. Receive folders from 1st VP, distribute folders, and collect folders from all committees this position oversees.

Second Vice President (in addition to the duties outlined in the by-laws):

- a. Attend all General Membership, Executive Board, and Executive Committee Meetings.
- b. Attend Cultural Arts Showcase to help prepare yearly calendar.
- c. Organize the Cultural Arts yearly calendar.
- d. Book all educational entertainment, workshops, and field trips.
- e. Pursue grant opportunities for organization. Oversee grant-writing committee.
- f. Oversee the ACADEMIC ENHANCEMENT Programs: Math/Science Night, Bulldog Newspaper, Earth Week, 5th Grade Safety Patrol, Fitness Program, Job Fair, Little Symphony, Fun Lunch Entertainment, Reflections, Reading Week, Six Flags Reading Program, Spring Production.
- g. Prepare budget recommendations for the committees this position oversees.
- h. Communicate to Treasurer for annual budget planning (April).
- i. Prepare calendar recommendations for the committees this position oversees. Communicate to President for annual calendar planning (May).
- j. Responsible for fulfilling the standing committee chairs for committees this position oversees if not filled by the general membership.
- k. Responsible for receiving folders from 1st VP, distribute folders and collect folders from all committees this position oversees.

Third Vice President (in addition to the duties outlined in the by-laws):

- a. Review current fund raising events (i.e. profitability, # of people required, time consumption, etc.).
- b. Research new ideas for current year and following years.
- c. Keep in close contact with each chair on funds acquired.
- d. Update all new information to the Executive Board.
- e. Attend all General Membership, Executive Board, and Executive Committee Meetings.
- f. Oversee the FUNDRAISING Programs: Aunt Diana's Fudge Sale, Bakes Sales, Bargain Book Sale, Box Tops for Education, Family Fun Night/Pizza, Innisbrook Wrapping, Hockey Night, Original Works, Plant Sale, School Supplies, Spirit Wear Sales, Target Credit Card, Yearbook Sales, Book Fair.
- i. Responsible for fulfilling the standing committee chairs for committees this position oversees if not filled by the general membership.
- j. Prepare budget recommendations for the committees this position oversees. Communicate to president for annual budget planning (April).
- k. Prepare calendar recommendations for the committees this position oversees. Communicate to Presidents for annual calendar planning (May).
- l. Responsible for receiving folders from 1st VP, distribute folders and collect folders from all committees this position oversees.

Parliamentarian (in addition to the duties outline in the by-laws):

- a. Have a copy of the current by-laws and standing rules.
- b. Understand and act on the PTA by-laws of the local organization as well as the State and National rules and regulations.

- c. Be responsible to up-date (re-write) the by-laws every two years (i.e. 2008, 2010, 2012, 2014, etc.) and submit to Blythe Park PTA and to Illinois PTA District 28 Director for approval.
- d. Be responsible for reviewing the standing rules and updating every two years (i.e. 2008, 2010, 2012, 2014, etc.). The Standing rules do not need to be submitted to the Illinois PTA District for approval.
- e. Secure volunteers for the following: Library Volunteers & Library Book Covers.
- f. Ensure the nominating process is being conducted.
- g. Ensure annual audit is conducted.
- h. Attend all General Membership, Executive Board, and Executive Committee Meetings.

Secretary (in addition to the duties outlined in the by-laws):

- a. Serve as Hospitality chair for the organization. Responsibilities include: Faculty Music Recital treat, flowers for Holiday Show, Halloween day treats, refreshments for all PTA meeting, organization of teacher conference dinner (November), organization of teacher holiday/winter lunch (December/January), Veteran's Day Recital, and ensuring Hospitality committee has correct supplies (plates, cups, napkins, etc.), memorials and community outreach.
- b. Attend all General Membership, Executive Board, and Executive Committee Meetings.
- c. Create and produce annual student directory.
- d. Responsible fulfilling the standing committee chairs for committees this position oversees if not filled by the general membership.
- e. Responsible for receiving folders from 1st VP, distribution of folders and collection of folders from all committees this position oversees.
- f. Prepare budget recommendations for committees this position oversees. Communicate to Treasurer for annual budget planning meeting (April).
- g. Have a current copy of the standing rules.

Treasurer (in addition to the duties outlined in the by-laws):

- a. Prepare organization's annual budget with Executive Committee by April. Have a completed budget for General membership vote in May.