

YOU Can Make a Difference at Mary Lin!



Our PTA nominations committee seeks volunteers for the **PTA Board** for the 2011-2012 school year. A vibrant PTA is a reason Mary Lin Rockets soar! **Please nominate yourself or someone you think would be a great fit for any of the following positions:**

- **President** – Facilitate meetings, herd cats and dogs, work with teachers and parents – basically, a fairy godmother or godfather...you can help make dreams come true!
- **Secretary** – Take meeting notes, keep President in line and out of trouble – you are the one in the know!
- **Treasurer** – Oversee collection and depositing of proceeds from events, balance checkbook, provide financial reports at each board and general meeting. Working knowledge of Quick Books or Excel is required; knowledge of both is helpful.

Elections will be held in April. Send us your nominations by e-mailing Tom Chapel, our committee chair, TJChapel@gmail.com. Or complete the form below and send it to your child’s teacher or place it in the “PTA nominations box” in the school office. The committee will contact nominees soon after to provide more information.

We also seek those interested in chairing our key committees (see job descriptions on the flip side). These positions are appointed, not elected. But please indicate your interest below and we’ll be in touch.

Please e-mail Tom Chapel (TJChapel@gmail.com) with the info below OR complete the form and send **to your child’s classroom teacher or place in the “PTA nominations” box in the school office:**

I am interested in serving on the PTA Board as: _____

I would like to nominate the following person(s) for the position(s) of:

Nominee Name – Position

Nominee Name – Position

I am interested in a committee chair position (Building & Grounds, Communications, Education, Fundraising, Health/Safety, Legislation, Membership, and Parent Involvement). Please contact me.

Your Name: _____

Committee(s) of Interest: _____

Email Address: _____

Phone Number: _____

COMMITTEE CHAIR DESCRIPTIONS

Chair, Buildings & Grounds

Assess (with Mary Lin leadership) needs for playground, habitat, plant beds, memorials and overall grounds. Organize grounds workdays and plant installations.

Chair, Communications

Oversee committee of 4-5 volunteers to proactively provide direction and supervision of online, e-mail and print communications, and act as a resource to board members and committee chairs for events and projects. Specific ongoing duties of committee include website, Rocket Blast, community PR

Chair, Education

Oversee distribution of small PTA lump-sum “grants” to teachers in Fall and Spring. Work with lead teachers at each grade level to select and schedule in-school field trips and visiting artists. Recruit and provide support to project leaders for educational clubs, programs and events such as Science Night, Math Superstars, Career and Field Days.

Chair(s), Fundraising

Seeking TWO co-chairs for this committee who will divide up the duties. Recruit and support project leaders for fundraising projects such as annual Parent Party/Auction, directory, school supply and Innisbruck sales, Book Fairs, and Yearbook.

Chair, Health and Safety

Recruit and support teams of volunteers, teachers and staff to improve and promote health, safety and wellness in life and at school, including Crossing Guards, School Garden, Recycling and Green Initiatives, and Walk to School program.

Chair, Legislation

Inform Board and school community about important state legislation affecting children. Promote and attend events like *PTA Day at the Capital*.

Chair, Membership

Actively promote PTA membership at Open House and other events early in the school year. Responsible for providing membership forms, maintaining a member database and distributing membership cards (available at PTA Convention over the summer).

Chair(s), Parent Involvement

Seeking TWO co-chairs for this committee who will divide up the duties. Oversee network of room parents, support fun events like Daughter Dance, Mother-Son event, Talent Show; Teacher Appreciation Days, and Kindergarten Tours.

