



Bradley Middle School

2013-14 PTA Officer Nomination Information



At the PTA General Meeting on May 28, 2013, we will hold an election of officers to serve on the PTA Executive Committee for the 2013-14 school year. The Nominating Committee (consisting of 3 PTA members) would like your input in recommending PTA officers for the 2013-14 school year. **It is fundamental to our PTA organization that we fill PTA Executive Committee positions with interested and dedicated parents.** These officers will serve for a minimum of one year, with a two year maximum term. Brief descriptions of the officer positions are located below (President, VP Membership, VP Fundraising, Treasurer, & Secretary). **We are especially in need of a Treasurer.**

If you are interested in one of these positions or know of someone who is worthy of nomination, **please email the following information to one of the nominating committee members listed below by May 21:**

- **name of nominee**
- **phone number**
- **email address**
- **child's name & grade level**
- **specify which executive committee position**

If you are not interested in an officer position, but would like to chair a PTA Committee, please review the committee list below & email a member of the nominating committee regarding the committees that interest you. If you have any questions or need more information about any of these positions, please contact one of the Nominating Committee members.

Thank you - PTA Nominating Committee:

Pam Dolaher, dolaher@gmail.com, **Christy Cowan**, ccowan@carolina.rr.com, **Terri Karam**, tkaram@bellsouth.net

Bradley's PTA Executive Committee Duties:

President: Presides over Executive Committee meetings, Executive Board meetings & general PTA meetings; Organizes agenda for meetings; Serves on School Leadership Team (SLT); Organizes calendar of events; Works with school's principal and PTA treasurer regarding allocation of monies; responds to information requests from parents and staff.

VP Membership: Plans & conducts membership enrollment efforts. Maintains accurate membership record, receipts & forwards membership dues to treasurer; inputs members into NC PTA Database.

VP Fundraising: Responsible for primary fundraising (including Maverick Fund direct give campaign) for school year and other fundraising opportunities. Keeps accurate records & forwards monies to Treasurer.

Treasurer: Receives & disburses all monies as prescribed by PTA by-laws; Maintains accurate & detailed financial records to present to PTA board & general PTA meetings; Prepares annual financial report, submits financials for year end audit, files tax return(s) as required, prepares budget.

Secretary: Records & distributes minutes of all PTA Board meetings; Responsible for Yahoo e-group.

PTA Committees & brief description

- Accelerated Reader** – Coordinate the quarterly celebrations for those who make their AR goal.
- Advocacy** - keeps families and caregivers educated on important issues related to the health and educational success of their children
- Beautification**– Coordinate indoor and outdoor school beautification
- Book Fair** – Coordinate the fall and spring book fairs
- Fine Arts Festival** - Coordinate the planning of the Fine Arts Festival in March.
- Health Room** – Coordinate needs of health room.
- Hospitality** – Coordinate snacks for PTA meetings
- Newsletter** – Coordinate the PTA newsletter.
- Marquee** – Coordinate communications on marquee in front of school
- Parliamentarian** - ensures that Roberts Rules of Order are followed during meetings
- Proctor Coordinator** – helps to secure proctors for end of grade testing
- Publicity** – Liaison between the local media and PTA to disseminate school information.
- Reflections** – Coordinate National PTA artistic program
- Staff Appreciation** – Coordinate recognition of teachers and staff, including spring Staff Appreciation week.

- Staff Facilitator** – Coordinate volunteers for teacher and staff projects.
- Student Recognition** – Coordinate the creation of certificates for the quarterly team award ceremonies.
- Store Rewards** – Coordinate the spirit nights at area restaurants.
- Supply Packs** – Coordinate sales of prepackaged school supply packs for each grade level
- Volunteers** – Coordinate PTA volunteers;
- Website** – Maintain Bradley PTA website.
- I would like to assist in creating a new PTA committee:** _____

(CREATION OF STANDING COMMITTEES IS AT THE DISCRETION OF BRADLEY'S PTA EXECUTIVE BOARD)