

Herbert Hoover Middle School PTSA Leadership Positions

The Herbert Hoover Middle School PTSA needs you!

The Herbert Hoover Middle School PTSA needs nominees for the PTSA leadership for next year (the 2015/2016 school year). Elections are in March. Elected leaders assume their duties officially on July 1st, 2015. The board-elect may convene meetings before July 1st as/if necessary to prepare for the next school year.

Nominees must be PTSA members. **School staff** CAN and are encouraged hold any of these positions except President, Executive Vice President, Auditor or Secretary.

This is your opportunity to support Hoover Middle School. We **MUST** fill the **REQUIRED** positions (President, Secretary, and Treasurer) per the bylaws the PTSA. For the PTSA to be truly effective we need to fill as many of these positions as possible. PTSA officer training sessions are available (but not required). Let's work together to foster a wonderful experience for the students.

Please visit the Hoover Middle School PTSA website to learn more about the PTSA:
<http://hooverptsa.org>

If you are interested in any of the following positions, wish to nominate someone besides yourself, or have any questions, please send an email to hoovermsptsa@gmail.com, or call Chris Russell at 408-416-7626, or text Chris Russell (Nominations Chair) at 408-416-7626. The Nominations Committee Chairman is Chris Russell. Please provide your name and contact information (phone number and/or email address). Please let us know all the positions are you interested in.

Nominations will be presented at the February 11th PTSA general meeting. Additional nominations can be made from the floor at the March 18th PTSA general meeting.

Elections will be done at the March 18th PTSA general meeting.

Note: The information in this document is only a summary, the official rules governing the PTSA are documented in the Herbert Hoover Middle School PTSA bylaws.

Officers

The officer positions are explicitly defined in the PTSA bylaws. Officers are elected by the PTSA membership.

President

This position is REQUIRED to be filled.

Note: School staff cannot be President

Summary of key responsibilities:

- Coordinates the work of officers and committees.
- Preside at all general and board meetings (general meetings and board meetings are held once per month throughout the school year).
- Be a member of all committees (except nominating committee)
- Submit necessary information to the PTA council (our PTSA is a member of the San Jose Unified Council of PTAs)
- Be authorized to sign checks and authorize payments as required
- Responsible for annual report (assisted by Historian)
- Represent the PTSA at council and district meetings

Executive Vice President

Note: School staff cannot be Executive Vice President.

Summary of key responsibilities:

- Primary aide to the president
- Perform duties of president when president is absent

Treasurer

This position is REQUIRED to be filled.

Note: School staff cannot be Treasurer.

Summary of key responsibilities:

- Detailed bookkeeping of PTSA's financial transactions and accounts.
- Chair the budget committee, prepare budget
- Have all checks signed properly with two signatures
- Attend all general and board meetings and present a treasurer's report (general meetings and board meetings are held once per month throughout the school year).
- Responsible documentation necessary for insurance.
- Annual financial report
- File all necessary tax forms by deadline

Secretary

This position is REQUIRED to be filled.

Note: School staff cannot be Secretary.

Summary of key responsibilities:

- Keep a record (minutes) of all meetings
- Be prepared to refer to minutes from previous meetings
- Keep list of unfinished business
- Keep list of members (in coordination with Membership Chair)
- Bring documentation to meetings (bylaws, minutes)

Auditor

Note: School staff cannot be Auditor.

Summary of key responsibilities:

- Semiannual audit of the books in January and **July**.
- Semiannual presentation of audit reports to the board in February and **August**.
- File audit reports with the San Jose Unified PTA Council.

Historian

Summary of key responsibilities:

- Keep records on the activities & achievements of the PTSA
- Assist president with annual report

Parliamentarian

Summary of key responsibilities:

- Attend all general and board meetings and present a treasurer's report (general meetings and board meetings are held once per month throughout the school year).
- Organize first meeting of nominating committee (then hand-off to nominating committee chair)
- Chair the bylaws committee (meets annually to review bylaws and as necessary for bylaws changes).

Chair Positions

The following chair positions are appointed positions and we are accepting names of people interested in these positions. The newly elected 2015-2016 board will appoint the chairs.

Membership Chair

Summary of key responsibilities:

- Make membership growth and retention a prioritized goal of the PTSA;
- Collect and reconcile membership dues with financial officers;
- Distribute membership cards; and
- Provide regular membership reports.

Student Representative Chair

The "S" in PTSA is for "Student". We want students to be involved with the PTSA!

Summary of key responsibilities:

- Opportunity for Hoover student who would like to participate and collaborate with adults on PTSA board
- Be a voice in the PTSA for Hoover students
- Provide ideas and feedback on PTSA plans from student perspective
- Attend board and general meetings

- Volunteer to help with event activities
- Help to recruit student volunteers

Fundraising Chair

Summary of key responsibilities:

- Help organize fundraising strategies to raise the amount needed to meet the PTSA's budget.
- Research, manage, promote and report on fundraising activities and strategies, including events, boxtops for education (<http://www.boxtops4education.com/>), escrip (<http://escrip.com/>), etc.

Boxtops Fundraising Chair

Summary of key responsibilities:

- Manage, promote and report on the BoxTops for education fundraising. (<http://www.boxtops4education.com/>)

Escrips Fundraising Chair

Summary of key responsibilities:

- Manage, promote and report on eScrip fundraising. (<http://escrip.com/>)

Other Fundraising Chair

Summary of key responsibilities:

- Know of another specific fundraising activity you would like to help with ? Let us know !

Events Coordinator Chair

Summary of key responsibilities:

- The PTSA plans to hold at least one significant event per year. Lead, coordinate and promote this event with the help of event volunteers.
- Recruit event volunteers with assistance of Volunteer Coordinator

8th Grade Graduation/Dance Chair

Summary of key responsibilities:

- Identify and coordinate support tasks for this event
- Recruit volunteers with assistance of Volunteer Coordinator

Communications Chair

Summary of key responsibilities:

- Coordinating with officers and chairs, write/edit/distribute announcements, flyers, and other communications promoting the PTSA mission, membership, events, volunteering, etc.

Internet Communications Chair

Summary of key responsibilities:

- Maintain website and internet presence of PTSA
- Suggest and support internet technologies to help with communications, fundraising, etc.

Hospitality Chair

Summary of key responsibilities:

- Acts as official host of a PTSA in creating welcoming atmosphere at meetings and events
- Works with committee and other chairman to organize and set up refreshments, food, decorations, sign-in sheet for PTSA meetings and events
- Maintains hospitality supplies
- Presents hospitality budget for approval at executive board meeting at start of the PTA year and monitors authorized budget
- Reports on hospitality plans at board meetings for forthcoming PTA events

Volunteer Coordinator Chair

Summary of key responsibilities:

- Assess the need for volunteers at the school and PTSA events
- Recruit from all segments of the community.
- Furnish instructions as needed to volunteers
- Provide volunteers' identification badges.