

Join PTA Leadership for 2020-2021

*Now is the time to decide what kind of school
YOU are willing to create for our kids.*

Name _____ Phone # _____

Email address _____ Child's current grade(s) _____

Child's name(s) _____ Child's current teacher(s) _____

We are now seeking parents, teachers, and community members interested in serving on the Beaver Tech PTA Board. All positions are available and each one carries a minimum of one year term. Please see the descriptions below and email the PTA President at president@beavertechpta.com with questions. **Please submit all forms no later than February 21st.**

Officer Positions – Elected by Members

<i>Interested</i>	<i>Position</i>	<i>Description</i>
	President	Presides at all meetings of the association, attends committee meetings, attends GISD Council meetings, coordinates the work of the officers and program chairs, committees of the association, and proof all documents before distribution.
	1 st VP, Programs	Works with committees and other chairpersons to plan and organize programs for the school year;
	2 nd VP, Membership	Encourages parents, staff and community members to join PTA throughout the school year, plans a membership table to be present at all PTA and school functions, maintains an accurate membership roster at all times, submits dues to Texas PTA, distribute membership cards to all members.
	3 rd VP, Fundraising	Coordinates fundraisers, actively promotes and coordinates all shopping rebate programs, coordinates the annual school supply sale, coordinates school restaurant nights.
	4 th VP, Communications	Works with Newsletter, Web Manager, and Social Media Ambassador to develop an annual communications plan and ensure the plans are executed efficiently.
	Secretary	Records the minutes of all meetings of the association, maintains, sends meeting reminders to board members, and distributes an accurate board directory.
	Treasurer	Keeps accurate and complete accounts of money received and spent, makes disbursements and deposits, presents a financial report at every meeting, presents a proposed budget to the association, files all tax documents, reconciles bank statements monthly.
	Parliamentarian	Learn about parliamentary procedure, will become familiar with our bylaws and Robert's Rules of Order, update bylaws as amendments are made, advise President on questions of parliamentary law when needed.

Standing Committee Chair Positions – Appointed by President

<i>Interested</i>	<i>Position</i>	<i>Description</i>
	Arts in Education	Promote the Arts in Education program. Coordinate and encourage student participation in the Reflections program and 5 th Grade Greeting Card contest.
	Auction	Coordinate with the Carnival Chair to organize, solicit, and set-up of the annual auction to be held in conjunction with the school carnival.
	Bilingual Liaison	Serve as representative of the bilingual families at the school, work with teachers and the Volunteer Coordinator to recruit bilingual volunteers, coordinate with the Room Representative for the bilingual room parent orientation, and serve as a translator for PTA needs.
	Community Involvement	Plan service projects, activities, or programs that promote citizenship and character among students and encourages community involvement. Coordinate with the school to plan events during the school year that encourage parent, student, and community involvement.
	Carnival	Plan and organize the annual school carnival, coordinate with the Auction Chair regarding organizing, soliciting for, and set-up of auction
	Council Delegate	Attend monthly council meetings and report back to the PTA, submit the Outstanding Monthly PTA award to Council, collect nominees for Teacher and Principal of the Year Awards, when deemed appropriate and enter submission.

Standing Committee Chairman Positions Continued

<i>Interested</i>	<i>Position</i>	<i>Description</i>
	Digital Content Manager	Make PTA information available through social media platforms (Twitter, Remind, Facebook) as well as maintain the PTA Website.
	Health and Safety	Coordinate programs that promote health and safety. Publicize matters of child health and safety via newsletter articles and other printed materials, plan health and safety events to take place at the school carnival or other appropriate school event.
	Hospitality	Plan and coordinate meals/snacks for school staff during Meet the Teacher Night and parent-teacher conferences, coordinate monthly Teacher Appreciation Meals, arrange Teacher Appreciation Week activities, and send notes of condolence, congratulations, etc. Provide hospitality/refreshments at the request of the PTA board.
	Legislation	Serve as Legislative Action Chairman by keeping members informed of PTA legislation and any legislative actions that are being undertaken by PTA, inform members of community events such as voting days.
	Newsletter	Coordinates with the Executive Board, event coordinators, as well as Beaver Tech and G.I.S.D. staff to gather articles for monthly or bi-monthly newsletters.
	School Supplies	Run the school supply process from start to finish. Walk teachers through the list process, prepare list and work with our rep, take pre-orders, schedule and be available for delivery and sales during porch party. Close out the sale by returning unsold packages and preparing payment arrangements.
	Social Media Ambassador	Maintain and update social media outlets with upcoming school and PTA events, volunteer needs, and moderate Facebook pages and other social media activities.
	Volunteer Coordinator	Work with event chairpersons to compile and coordinate volunteers for all necessary events or when requested by the PTA board or school.
	Web Manager	Update and maintain the PTA website.
	Yearbook	Compile materials needed to design yearbook, keep track with the publishing process, keep up with deadlines, take pictures of school events and collect pictures from parents and teachers to include in the yearbook, and organize distribution of yearbooks.

Program Coordinator Positions – Leader of Committee

<i>YES!</i>	<i>Program</i>	<i>Description</i>
	Slide into Reading	Starts at year end, culminates the first week of school.
	Trunk or Treat	October Trick or Treating in Beaver's own parking lot.
	Grandparents Day	Welcome Grandparents to our school as a one-time event.
	Grant Applications	Find, write, and apply for grants for PTA. Can be done from home.
	Craft Fair	Involve our whole community to bring in craft vendors for fundraising and family involvement.
	Coffee with the Principals	Simple events twice a year to help make our principals and school open and accessible.
	Art Night	Promote the Reflections program in the first semester or just get our families involved in the arts.
	Recycling Program	Assist Ms. Elliott with recycling or create your own environmental programs on campus.
	Reflections Art Program	Promote and organize the National PTA Reflection art competition in the first semester.
	Bully Prevention	Bring in or create assemblies and/or ongoing programs that address bullying of all kinds.
	Holiday Night	Coordinate with the Holiday Shop to create a fun family night to engage parents in December.
	Healthy Lifestyles	Find or create a program or event(s) that promote healthy living for all our families.
	Reading Night	Organize a one-time activity night with a focus on reading. Could coincide with Book Fair dates.
	Parent Breakfasts	Organize two events (K-2 & 3-5) to give students a chance to bring someone special to breakfast.
	Movie Night	Engage families for a movie night on campus.
	Veterans Day	Develop a one-time program or event to thank our veterans during November.
	Holiday Gift Shop	Find and coordinate a Holiday Gift store program for a fun learning experience in December.
	Science Night	Find or create an evening program to engage our community using the world of Science.
	Math Night	Find or create an evening program to engage our community using the world of Math.
	Watch DOGS	Engage father figures by bringing the Watch DOG program back to Beaver.
	5th Grade Liaison	Be an organizer and connection from 5th Grade Leads to the PTA.
	Tech Night	Find or create an evening program to engage our community using the world of Technology.
	Awareness Days	Want to raise awareness for something you are passionate about? Let's do it!

Please submit all forms no later than February 21st.