



Help us help the school!

## YOUR PTA IN ACTION

### Programs Supported

- Teacher Appreciation
- Field Trips
- Scholastic Book Fairs
- Box Tops for Education
- Honor Roll Breakfast

### Events Sponsored

- Movie Nights
- Father Daughter Dance
- Fall & Spring Book Fair
- Jog-A-Thon
- Winter Dance

# Fremont PTA

## Nominations & Elections for 2018-2019

- ✓ I want all the students at Fremont Elementary to be successful.
- ✓ I want my child to have a great school year – to learn and to have fun!
- ✓ I want to help decide how PTA fundraising moneys are spent.

If the above statements are true, then “help us help the school”. Parent involvement is critical for a successful school, volunteer as a PTA officer or a committee chair for 2018-2019. There are jobs that take no more than a of couple hours a month, some that are seasonal, and a few that require a routine commitment.

Dedicated teachers, staff, and **PARENTS** help make Fremont Elementary a great school! Join us – it’s rewarding, it’s important, it’s even fun!

Nominate yourself or someone else. All positions can be shared. (See back of form for position descriptions.) If you have any questions, please contact Ashley Fowler at [fowl0046@gmail.com](mailto:fowl0046@gmail.com), PTA election committee member.

**Elections will be held at the PTA Association Meeting on Thursday, March 15<sup>th</sup> at 6:00pm in Bungalow P44.**

### Elected Officers

Secretary

Treasurer

### Current Officer

Luz Cuyun

Ashley Fowler

### Open Officer Positions

President

Vice President

Parliamentarian

Auditor

### Committees Chairs

(Approved by PTA Board and Presented at General Meeting)

Scholastic Book Fair

Webmaster

Movie Nights

Founder’s Day

Newsletter

Public Relations/Social Media

### Nominee

### Contact Info

_____	_____
_____	_____
_____	_____
_____	_____

### Nominee Name

### Contact Info

_____	_____
_____	_____
_____	_____
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## Officer and Committee Chair Descriptions

The PTA Executive Board is comprised of elected officers, committee chairs, and school representatives. It meets one evening per month to conduct PTA business. Anyone may attend. General meetings for the entire membership are scheduled 3 times per year.

### Elected Officers

**President** – Serve as leader and key contact for the PTA; preside at all PTA meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTA's objectives can be met.

**Vice President** - Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future.

**Secretary** - Keep the minutes of all general meetings and all meeting of the Executive Board; prepare correspondence and perform all other duties assigned; keep the calendar of events for the PTA.

**Treasurer** - Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTA events where money will be collected; assure that PTA policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit.

**Parliamentarian** – Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws; bring current copy of Constitution and By-Laws to all meetings.

**Auditor**- Audits the books and financial records of a PTA to determine their accuracy.

### Chairs and Other Positions (Remember, these are COMMITTEES – there should be volunteers to help.)

**Scholastics Book Fair** - Coordinate the selection, design, ordering, inventory, and sales of books and any related products. Book fair hours are held during school hours. Held 2 times a year.

**Box Tops Program** –Send out monthly collection sheets to all TK-5<sup>th</sup> grade classes. Keep track of box tops turned in per student. Acknowledge monthly classroom winners. Bundle and send in box tops for credit 2-3 times a year.

**Movie Nights** – PTA hosts a few movie nights a year where families are welcomed to enjoy a movie and dinner out on the school field. The chair person would coordinate dates and movies. As well as assisting with food and drink sales.

**Membership** – Plans a membership promotion campaign that uses a variety of methods and outreach activities to promote the value of PTA.

**Founder's Day** – Collect information from PTA Council regarding Founder's Day Night and disseminate to the school. Coordinate the donation baskets and obtain tickets.

**Newsletter** – Help write, edit and coordinate the information that goes in the PTA newsletter.

**Public Relations/Social Media** – Overseeing the promotion of the PTA, which includes taking pictures and posting on the PTA bulletin board and social media platforms.

Please visit <http://fremontschoolpta.org/> or like us on Facebook at **Fremont PTA, AUSD** for information and event updates at Fremont PTA