

LIBERTY ELEMENTARY SCHOOL PTA BOARD INTEREST FORM

The Liberty Elementary School PTA is now looking for involved parents to join our Executive Board for the 2023-2024 school year. Following is a list of the Executive Board positions and a brief description for each. As members of the Executive Board, each officer attends monthly board meetings, works together to allocate PTA funds, oversee programs, and work together to provide a cohesive PTA for our school.

Want to be involved, but looking for a position with less time commitment than those listed here? There are plenty of opportunities to get involved, including chairing special events or running a program, and several can even be conducted primarily from home. Stay tuned for more communications about available positions.

Please select your interest(s) below. Feel free to rank your preferences and write additional notes on the back, if necessary.

EXECUTIVE OFFICERS:

- President - Presides over general and board meetings; supports all committees and events; works with Principal and school staff to ensure efficiency.
- VP of Programs - Coordinates student programs/assemblies and education events like Science Night, World Cultures Night, Bike/Walk to School Days and the Reflections program
- VP of Ways and Means - Manages all fundraising; oversees chairs of Check Writing Campaign, Corporate Sponsorships, Restaurant Nights, Book Fair, Spirit Wear, Wrap Packs and Fun Run.
- VP of Membership - Heads membership drive, maintains member records and reports to Texas PTA.
- Secretary - Takes minutes at general and board meetings and is the keeper of PTA records.
- Treasurer - Oversees funds and maintains bookkeeping, issues checks and reports at all meetings.

APPOINTED BOARD OFFICERS:

- Communications - Oversees PTA website, newsletter and social media.
- Hospitality - Responsible for welcoming activities such as Donuts with Dudes, Muffins with Me, Birthday Recognitions and Senior Breakfast; oversees all teacher and staff appreciation.
- Family Engagement - Coordinates family events such as Trunk or Treat, Pancakes with Santa, Lunch and Learns and the end-of-year party.
- Council Delegate/Dressed to Learn - Attends LISD Council of PTA meetings and reports to board; oversees the Dressed to Learn initiative
- Parliamentarian - Ensures meetings follow protocols; oversees nominating and bylaws committees.
- Room Rep Coordinator - Recruits and provides information to room reps; coordinates class parties.
- Volunteer Coordinator - Helps recruit and coordinate volunteers, creates sign-up forms for events.

NAME: _____

PHONE: _____

EMAIL: _____

WHAT HAPPENS NEXT?

The PTA Nominating Committee will meet soon to review interest forms and then slate the executive officers for the 2023-2024 school year. The slate will be published and then voted on at a PTA membership meeting in April for a vote. Additional board members and committee chairs are then appointed.

*****RETURN BY MARCH 3rd*****

Please return to the main office or your Home Room teacher, attention to Lindsey Zangoei. Want to email your form or have questions? Email diddy214@yahoo.com.