

Join Heritage Intermediate PTSA

For the 2020-2021 school year.

Home of the Hawks

We invite you to become a member of Heritage Intermediate School's PTSA. Be a part of the Executive Board. We need interested people to volunteer their time, talent and ideas. In doing so, you will be making a valuable contribution to our students.

In order for PTSA to continue serving our school next year, we must vote and elect into office the following positions on the Executive Board:

- President – Coordinates the work of the Executive Board, presides at all meetings, and appoints committee chairs and Parliamentarian.
- Executive Vice President: Assists the President and performs the duties of the President in his/her absence.
- 1st Vice President: Responsible for all fundraising efforts.
- 2nd Vice President: Membership: Responsible for the ongoing PTSA Membership Drive.
- Recording Secretary: Keeps an accurate record of the proceedings of all meetings and prepares the minutes of all previous meetings.
- Treasurer: Keeps accurate records of gross income, receipts and disbursements of the association. Prepares the budget. Prepares and presents monthly Treasurer's Reports. Prepares and presents the annual financial report to the association. An accounting, banking or bookkeeping background is recommended.
- Auditor: Audits the books and financial records of the association semiannually. Prepares and presents a midyear and year end audit.
- Historian: Assembles and preserves a record of all activities, achievements and volunteer hours of the association.

You can also be a part of the Executive Board by being appointed as a chairperson to the following committees:

- Parliamentarian: Gives necessary advice on parliamentary procedure when requested. Presides over the nominating committee. Chairs the by-laws committee, reviews the bylaws and standing rules annually.
- Corresponding Secretary: Conducts all necessary correspondence of the association upon authorization of the President and association.
- Community Resources: Promotes public relations, assists with the PTSA website and coordinates all donation efforts.
- Family Programs: Responsible for planning after school family fun nights.
- Hospitality: Coordinates the Teacher Appreciation week and the Conference week activities.
- Renaissance Program/ Student Recognition: Coordinates rewards and activities for the Honor Roll Program.
- Disaster Programs: Keeps all emergency supplies up to date and stocked for each classroom. Organizes the Earthquake kit sales.
- Volunteer Coordinator: Creates a volunteer list and contacts parents for help as needed during the school year.
- Book fair: Organizes and runs book fairs during the school year.
- Art Education Coordinator: Coordinates the National PTSA Reflections program.
- Honorary Service Award and Founder's Day Celebration: Coordinates this annual awards program.

Please check the boxes on any areas of interest and return to the school by ~~Friday, February 7, 2020~~ *Extended to Feb 14th*. Please list any relevant experience on the back or attach an additional page as needed. Membership dues must be paid in order for you to serve on the board.

Parent's name _____
Student's name _____ Grade _____
Contact number _____ The best time to reach you _____
Email address _____

Thank you,
Heritage Intermediate PTSA Nominating Committee