



**LAKE HOWELL HIGH SCHOOL PTSA
2020-2021 Board Application**

The PTSA is now accepting applications for the positions listed below. Please return the applications to the front office in an envelope marked PTSA by Friday, March 27, 2019. And thank you for stepping up to join our team; we look forward to working with you in the coming year!

Name: _____ Phone: _____ Email: _____

Please indicate up to 3 positions you wish to fill:

- *President – Responsible for leading PTSA towards specific goals; creates agenda and presides over Board mtgs.
- *Treasurer – Duties include keeping financial records/preparing reports, filing tax forms, and distributing funds for payments and reimbursements.
- *Recording Secretary – Keeps an accurate, concise, permanent record of all Board, General, and Executive Committee meetings.
- *Corresponding Secretary – Responsible for sending communications (cards, invites, letters) on behalf of the PTSA.
- Business & Community Relations Chair – Works within our community to develop relationships between businesses/community leaders and our PTSA.
- Dividend Coordinator – Works with the school and the county to manage our Dividends and volunteer opportunities/time.
- Health & Wellness Chair – Works with the school and our families to help provide information/programs promoting healthier eating habits, physical activity, safety, and overall well-being.
- Hospitality Chair/Co-chairs – Plans and runs events for teachers/staff including Welcome Breakfast, Cookie Extravaganza, and Teacher Appreciation as well as other PTSA hosted events as they arise.
- Legislative Chair – Responsible for attending School Board Meetings and keeping the Board up to date on all pertinent child, school and safety advocacy issues.
- Membership Chair – Conducts membership campaigns, collects membership forms, keep records of all members in a database, and distributes membership information. Coordinates with Treasurer to submit monthly payments of state and national PTA dues.
- Mini-grant Chair – Responsible for preparing and distributing mini-grant applications to teachers, collecting completed applications and presenting them to the PTSA Board.
- Reflections Chair – Manages participation in the National PTA Student Reflections program; including setting deadlines, recruiting volunteers for judging, and organizing submission to the County.

Resource Development Chairs:

- Candy Sales – Orders/maintains product inventory, manages sales, and works with Treasurer to ensure proper controls (cash counts & deposits) of the funds received.
- Yard Signs – Maintains inventory and distribution of graduate yard signs and works with Treasurer to ensure proper controls (cash counts & deposits) of the related funds.
- Scholarships Chair – In charge of creating and distributing Student Scholarship applications and grading rubric as well as coordinating the review/award committee.
- Social Media Chair – Responsible for updating and maintaining the PTSA Facebook, Twitter, Instagram, etc.
- Volunteer Coordinator – Responsible for recruiting and supervising volunteers for PTSA events and activities.

***Elected positions.** All other positions will be appointed by the Executive Committee.

What skills and experience do you possess that would qualify you for the position(s)?

What is your availability (daytime/evening)? _____