

We are looking for individuals to serve on the 2009-2010 Bon Lin Middle PTSA Board of Managers. If you would like to serve, please complete this form and return it no later than Friday, March 27, 2009. A brief description of each position is included with this form. A more detailed description is available upon request. The Nominating Committee will contact you about the position(s) you have indicated. This information may also be found on the PTSA website at [www.bonlinmiddleptsa.org](http://www.bonlinmiddleptsa.org). **Completed form may be emailed to Carla Sohns at [cjsohns@msn.com](mailto:cjsohns@msn.com) or returned to the school office. Thanks!**

**Bon Lin Middle PTSA Nomination Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work/cell) \_\_\_\_\_

Email \_\_\_\_\_

Best time/method to reach you \_\_\_\_\_

Please list the child(ren) in your family and what grade they will be in next year:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

1st Position Choice: \_\_\_\_\_

2nd Position Choice: \_\_\_\_\_

3rd Position Choice: \_\_\_\_\_

Please describe any involvement that you feel would help you in the position you seek. (i.e. management experience, accounting, social/community involvement, organizational skills, scrapbooking, etc) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any past/present PTA/PTSA experience (prior experience not required).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please be as detailed as possible as this form is used to determine the slate of officers to be presented to the General Assembly by the Nominating Committee on April 14, 2009. All applications (including any information contained therein) are confidential.

The business of the Bon Lin Middle School PTSA is conducted by a board of managers made up of a President, Secretary, Treasurer, Parliamentarian and 10 Vice Presidents as described below. \*Please note that these are BRIEF job descriptions-full descriptions are available upon request.\*

**\*President** - Prepare agendas and preside at board and general meetings; Coordinate work of board members and committees; Represent local unit at council and regional meetings and conventions; Serve as ex-officio member of all committees except the nominating and audit committees; Confer regularly with Principal in order to oversee the effectiveness of the PTSA projects. \*\*\* Must have served at least one year on a board in the past. \*\*\*

**\*Secretary** - Record minutes at all board and general membership meetings; Maintain current copy of bylaws; Responsible for all correspondence; Notify board members of board meetings; Notify members of general assembly meetings; etc.

**\*Treasurer** - Maintain custody of all PTSA funds; Keep a full and accurate account of receipts and expenditures; Ensures renewal of insurance policies; Present financial report at all board and general membership meetings; Coordinates with CPA for audit purposes; Ensures proper forms are filed with IRS.

**\*1<sup>st</sup> VP/Programs** - Propose and set up topics for programs for the PTSA meetings; Arrange speakers for meetings; Coordinate Founders' Day program; Presides over meetings in the absence of the President.

**\*2<sup>nd</sup> VP/Ways & Means** - Responsible for organizing and coordinating with the Principal and local unit for all fundraising events (limited to 2 per school year).

**\*3<sup>rd</sup> VP/Membership** - Conduct membership drive; Compile membership list; Distribute membership cards; Responsible for filing reports to state and county (computer skills required).

**\*4<sup>th</sup> VP/Health & Safety** -Coordinate the Safety Poster Contest; Work with Guidance Counselors to organize school-wide service projects.

**\*5<sup>th</sup> VP/Publicity** - Compile, edit, produce, and distribute a monthly newsletter regarding PTSA and school activities; Responsible for issuing press releases to the news and local newspapers.

**\*6<sup>th</sup> VP/Parental Involvement** - Coordinate parent volunteers; Make volunteer list and keep track of volunteer hours.

**\*7<sup>th</sup> VP/Hospitality** - Coordinate any social events needed to include "Welcome Back" luncheon, Teacher/Staff birthdays, Parent/Teacher Conference dinners, etc.

**\*8<sup>th</sup> VP/Inspiration & Legislation** - Provide inspiration at meetings and coordinate school's charitable activities. Conduct Citizenship Contest; Keep members informed of any local, state, or national legislative action concerning education and children; Attend (if possible) the Legislative Conference held in Nashville.

**\*9<sup>th</sup> VP/Historian** - Responsible for keeping a written and pictorial record of activities of the BLMS PTSA throughout the school year to include creating a scrapbook.

**\*10<sup>th</sup> VP/ Cultural Arts** - Coordinate Reflections Contest; Address other areas of arts in school.

Other positions available would include Committee Chairs and Coordinators for the following areas: **Book Swap, Book Fair, Box Tops, Calendar, Campus Beautification, Clinic, Library, Room Parent, Student Recognition and Webmaster.**

\***Book Swap Coordinator** – Coordinate with school librarian to plan and execute a book swap event during the school year.

\***Book Fair Coordinator** – Coordinate with school librarian to plan and execute annual Scholastic book fair event during the school year.

\***Box Tops Coordinator** – Coordinate the collection and redemption of box tops and similar type programs throughout the school year.

\***Calendar Coordinator** – Responsible for the compiling, editing, and printing of the annual PTSA Calendar distributed at the first of the school year.

\***Campus Beautification Coordinator** – Responsible for planning and executing a year long program to improve the exterior look of the school grounds.

\***Clinic Coordinator** – Responsible for keeping clinic well stocked with supplies and for maintaining a schedule of daily volunteers to work in the clinic.

\***Library Coordinator** – Coordinate with school librarian to maintain a schedule of daily volunteers to work in the library and assist librarian with volunteers for special events.

\***Room Parent Coordinator** - Oversee all areas that relate to responsibilities associated with room parents; Organize a Room Parents' handbook and lead an orientation meeting for all room parents and grade level chairs.

\***Student Recognition Coordinator**- Responsible for soliciting donations and providing incentive cards to students with outstanding report cards.

\***Webmaster** - Design, organize, and update the BLMS PTSA website.