

INTEREST SURVEY
OFFICER POSITIONS FOR
2011-2012 SCHOOL YEAR
Jose Lopez Middle School

It's already that time of year to begin the process of filling our PTA Officer positions for the next school year. The nominating committee, which was elected by the PTA membership at our February meeting, is charged with presenting the general membership with their recommendations at the April general meeting.

If you are interested in serving in one of the Officer positions, please complete the form below and return it to the Attendance Office at Lopez or mail to Paula Hilken 215 Sable Falls, 78258 by March 1, 2011. Please label it PTA Officer Nomination.

The Committee Chair will contact each person selected and ask for their acceptance before name is officially submitted.

Name _____ Phone # _____ Cell # _____

_____ President _____ Secretary

_____ 1st VP Aide _____ Treasurer

_____ 2nd VP Fundraising

The President will appoint the Parliamentarian and Historian after the election in April. Please indicate if you are interested in either appointment.

_____ Parliamentarian _____ Historian

Each position is briefly described on the back of this flyer. If you have questions regarding any of the Officer positions, you may speak directly to the person currently holding that position. The list of current officers is in the front of our student directory.

President – Presides at regular and executive board meetings. Acts as

representative for the Lopez PTA at the council, district, state and national level. Coordinates work of board members and many “unassigned” duties.

1st Vice President – Aide – Assists the President, Officers and committee chairman. Oversees the making of the Back-to-School Welcome packets at the beginning of the school year.

2nd Vice President – Fundraising – Organizes all fundraisers, serves on disbursement and budget committee.

Secretary – Records the minutes of the regular and executive board meetings. Makes reminder calls to executive committee members.

Treasurer – Keeps an accurate and complete account of money received and spent, writes checks, balances the checkbook, prepares monthly financial states and fills out tax forms.

Parliamentarian – Knows parliamentary procedure, familiar with our bylaws and the Robert’s Rules of Order, advises President on questions of parliamentary law.

Historian – Collects and preserves all articles, awards and mementos into a book. Takes photos at school/PTA events.