

TOMAS RIVERA ELEMENTARY SCHOOL PTA

Tomas Rivera is an outstanding school, and part of that success is due to the commitment and involvement of our parents in PTA. We are currently in the process of electing the PTA Executive Board Members for the 2012-2013 school year. We need individuals who are willing to volunteer their time and talents to serve our children and community.

Please review the position descriptions below and put a check next to those you might be interested in (rank them according to your interest). If you would like to suggest others who might be good officers or committee chairs, please be sure to write their names on the form as well. Please note that this will not commit them to a position; we will ask them about their willingness to volunteer.

**Please return this form to your child's teacher or
the PTA box in the school office by Wednesday, January 25**

EXECUTIVE BOARD:

Some of these positions can be shared if you would like to split the responsibilities with a friend or spouse.

_____	President	Oversees the work of the other officers and committees of the PTA.
_____	1st Vice President	Coordinates school programs with the assistance of the committee chairs.
_____	2nd Vice President	Coordinates PTA Membership Campaigns.
_____	3rd Vice President	Coordinates fundraising events (can designate a chair for each event).
_____	Secretary	Maintains records of Association and Board meetings, & correspondence.
_____	Treasurer	Records income, expenses and disbursements, and oversees banking activities.
_____	Financial Secretary	Assists the Treasurer.
_____	Historian	Assembles records of activities, achievements and volunteer hours.
_____	Auditor	Audits books and financial records of the PTA twice per year.
_____	Parliamentarian	Reviews bylaws, procedures, and chairs the nominating committee.

COMMITTEE CHAIRS:

The activities of some committees occur only part of the year.

_____	Reflections	Coordinates activities related to PTA sponsored art contest (Fall).
_____	Book Fair	Coordinates 3 book fairs throughout the year and the volunteers to help.
_____	Red Ribbon Week	Coordinates assembly and activities related to drug awareness (Fall).
_____	Yearbook	Coordinates assembly, sales and distribution of the school yearbook.
_____	Hospitality	Coordinates refreshments for all PTA functions.
_____	Volunteer Coordinator	Coordinates volunteers for award assemblies.
_____	Newsletter	Gathers, edits and publishes articles for PTA newsletter and other mailings.

Your Name: _____ Telephone: _____

Your Child/Children's Names: _____

Suggestions of other parents who may be able to serve on PTA:

Name: _____ Telephone: _____

If you have any questions, or would like more information, please call Kevin Heinemann 653-6035 or Eric Martinez 656-6549 or visit the PTA website at www.riverapta.org.