



Mary Jo Sheppard needs you!

Take an active role in the Mary Jo Sheppard PTA. The executive board is currently taking applications for Officer and chair positions for the 2017-2018 PTA Board. If you would like to be a part of the Mary Jo Sheppard PTA Board, this is your opportunity. Please mark the position(s) that you are interested in. If you are interested in more than one position, please number the order in which you prefer to help. Be sure to include your name, e-mail, phone number and address so that we may contact you. Should you have any questions, please contact your MJS PTA President Jenny Barta at President@mjspta.com

_____ **President** Coordinate the work of the officers and committees of the PTA; Conduct Executive Board and General Association meetings; Attend Council Meetings; Serve on all committees except for Nominating and Financial Reconciliation; and be familiar with President's handbook, bylaws and other resources available to the PTA. Coordinate the family programs for PTA meetings and work with the school to bring in programs for the students.

_____ **1st VP Membership** Promote and recruit PTA membership; Submit membership roster to state; Distribute membership cards to new members; Chair the Lifetime Membership committee; and be the aide to the President.

_____ **2nd VP Room Rep/Volunteers** Recruit Room Reps for every class; Coordinate class parties (December & May); and be the liaison between the teachers, room parents and PTA Executive Board. Organize volunteers to work carnival, field day, open house dinner, and other PTA and school events throughout the year and to plan and organize volunteer appreciation luncheon or brunch.

_____ **3rd VP Dad's Club** Recruit dad's to be involved in the lives of students at Mary Jo Sheppard; Work with the school representative to carry out the Watch D.O.G.S. program; Organize the annual Sports Clinic; Organize the Parents Night Out Event; and Coordinate dad's to help with events throughout the year.

_____ **Secretary** ~ Record, read and maintain minutes of all meetings; Give Executive Board report to the association when needed; Read PTA correspondence into the minutes; Verify quorum at all meetings; and send out meeting reminders.

_____ **Treasurer** ~ Be responsible for the funds of the PTA; Report and maintain financial records; and file state sales tax and 990 with the IRS.

These two positions will be appointed by the newly elected President with the approval of the Executive Board.

_____ **Parliamentarian** ~ be knowledgeable of by-laws and *Roberts Rules of Order* to help keep all meetings in order and on task.

_____ **Historian** ~ Produce a book with the PTA's history and pictures. This is to be turned in by early May for judging.

Listed below are the Chairmanship positions. If interested, please place a check mark by the position.

_____ **Box Tops Coordinator** ~ send out letters to the parents to collect Box Tops for Education and Campbell Soup Labels. Collect the labels organize and turn them in by the deadline for sponsor funds.

_____ **Communication/Directory** Produce the school newsletter twice per year. Keep PTA Facebook page up-to-date with latest PTA Events and Meetinhs

_____ **Corporate Promotions** ~ Go to local businesses and solicit donations.

_____ **Council Delegates** ~ attend all MISD Council Meetings as a representative for Mary Jo Sheppard PTA. Report all Council information back to the PTA. Participate in discussion and vote at council meetings as a delegate for Mary Jo Sheppard.

_____ **Fundraisers**~ Responsible for organizing the PTA fundraisers, Christmas Store, submitting orders to the vendors, distributing product to students and reporting to the Executive board at the end of each fundraiser. Find sponsors for Spirit Night events such as Chick-fil-a, Panda Express, Urban Air and other local businesses.

_____ **Special Events**~ Celebrate Grandparents Day in September, Organize Dance, Fall/Spring Carnival, Winter Wonderland. Organize a clothing drive based on the needs of the MISD clothes closet and organize an annual drive for the Clothes Closet in February.

_____ **Spirit Wear**~ Order all PTA spirit items and have a spirit sales booth set up at PTA and school events.

_____ **Student Achievements**~ Responsible for distributing awards for student achievements such as Good Citizenship, Honor Roll, Perfect Attendance each six weeks.

_____ **Teacher Appreciation** ~ Organize and plan Teacher Appreciation Week in May, organize teacher luncheons on the Holidays, and celebrate staff birthdays each month.

_____ **Hospitality** ~ Organize a clothing drive and volunteers based on the needs of the MISD clothes closet. Coordinate volunteers/set up cookies for al choir events. Coordinate the volunteers to work the MISD clothes closet on the designated day for Mary Jo Sheppard (date will be provided by the President).

All board members are responsible for the following:

Attend all Executive and General Meetings; Submit a Plan of work to the Executive Board for approval prior to beginning any committee work; Organize a committee consisting of at least 3 paid PTA members to assist with carrying out the duties of your position; Be a graduate of Leader Orientation by October 15th in the year in which you are first elected or appointed to the board; Sign and adopt the conflict of interest policy annually; Have all letters approved by the Principal and President prior to sending anything home to the parents, but most of all-Have a great year and get to know the students and staff- you do make a difference.

Please fill out the information below and turn into your child's teacher by March 31, 2017.

NAME: _____

STUDENT NAME(S)/GRADE _____

ADDRESS: _____

CELL PHONE: _____ HOME PHONE: _____

E-MAIL: _____

We thank you in advance for wanting to be an integral part of your child's education!!!!

Jenny Barta, MJS PTA President

President@mjspta.com

623-565-2033