



## EXECUTIVE AND CHAIRPERSON NOMINATION FORM 2021-2022

On behalf of the Eatontown Schools PTA, we hope that our Eatontown families are all safe during this continued current social and economic crisis. However, we are continuing to prepare the best that we can for our next school year. As such, and in accordance with our current bylaws, the Eatontown PTA Nominating Committee is accepting nominations for the following Executive and Chairperson positions for next school year. We welcome all nominations and strive to create a diverse and balanced executive board and committee members. We want every parent to have a voice in our PTA and to be given the chance to become actively involved in enriching the educational opportunities at our schools. We look forward to your nominations, and urge you to consider to volunteer if you can.

All positions are available and descriptions of each position are attached. Please check off the positions you are nominating yourself for. **FORMS MUST BE RETURNED VIA EMAIL TO [EatontownSchoolsPTA@gmail.com](mailto:EatontownSchoolsPTA@gmail.com) BY WEDNESDAY, APRIL 14, 2021!** If you have any questions regarding this letter, or regarding any of the positions listed, please feel free to e-mail them.

Nominating Committee:

Kim Petz, Liz Colacci, Julie Hunter and Stephanie DeMarzo  
[EatontownSchoolsPTA@gmail.com](mailto:EatontownSchoolsPTA@gmail.com)

### **EXECUTIVE POSITIONS : check all that you're interested in**

- ☐ President
- ☐ Vice President Memorial School
- ☐ Vice President Vetter School
- ☐ Vice President Woodmere School
- ☐ Vice President Meadowbrook School
- ☐ Treasurer
- ☐ Secretary
- ☐ Standing Committee Chair of Bylaws
- ☐ Standing Committee Chair of Membership

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### **FORMS DUE BY WEDNESDAY APRIL 14, 2021!**

\*You must be a PTA member, in good standing, to be nominated for a position. If you would like to join the PTA, please contact Lori Flynn [l9elliott@yahoo.com](mailto:l9elliott@yahoo.com).

## **CHAIRPERSON POSITIONS: check all that you're interested in**

### **MEMORIAL SCHOOL**

- ☐ Walk-a-thon
- ☐ Dance Committee
- ☐ Pretzel Sales
- ☐ 8<sup>th</sup> Grade Dance
- ☐ 8<sup>th</sup> Graduation T-Shirts
- ☐ Memorial School Play Candy Sale
- ☐ Teacher Appreciation

### **VETTER SCHOOL**

- ☐ Book Fair
- ☐ Dance Committee
- ☐ Family Fun Nights
- ☐ Spirit Wear Field Trip Shirts
- ☐ Holiday Boutique
- ☐ Teacher Appreciation Week
- ☐ Welcome Back Staff Breakfast
- ☐ Pretzel Sales

### **MEADOWBROOK SCHOOL**

- ☐ Book Fair
- ☐ Family Fun Nights
- ☐ Teacher Appreciation Week
- ☐ Curriculum Enrichment
- ☐ Second Grade Dance
- ☐ Walk-a-thon
- ☐ Kid Stuff Books
- ☐ Mother's Day Sale
- ☐ Father's Day Sale
- ☐ Field Day
- ☐ Holiday Boutique
- ☐ Pretzel Sales

### **WOODMERE SCHOOL**

- ☐ Book Fair
- ☐ Walk-a-thon
- ☐ Family Fun Nights
- ☐ Holiday Boutique
- ☐ Refreshments
- ☐ Mother's Day Sale
- ☐ Field Day
- ☐ Pretzel Sales
- ☐ Curriculum Enrichment
- ☐ Teacher Appreciation Week
- ☐ Kid Stuff Books

### **DISTRICT-WIDE COMMITTEES**

- ☐ Box Tops
- ☐ Spirit Wear
- ☐ Schools Spirit Days
- ☐ Gift Auction
- ☐ Finance Committee (3 positions available)
- ☐ Nominating Committee (3 positions available, plus on alternate)
- ☐ Read-A-Thon

## **POSITION DESCRIPTIONS:**

**President:** Oversee the Vice Presidents of each school. Coordinate the PTA calendar for the school year with the VP's. Oversee Membership and the Treasurer. Prepare the proposed budget with the executive board. Attend and call to order all PTA meetings. Approve all flyers and materials before distribution. Ensure that all positions are being run accordingly.

**Vice President:** Act as an aide to the president. Representative for the school you are the VP for. Oversee all committee chair people in your school. Assist chair people at their events, when necessary. If an event has no chair person, you must fill that role. Prepare calendar for school specific events with your schools principal. Communicate with chair people, prior to meetings, and give a report at meetings.

**Treasurer:** Prepare proposed budget, with executive board. Maintain all financial records for the PTA. Keep an accurate and current check register and reconcile statements monthly. Prepare and present a treasurer's report at every PTA meeting. Deposit all monies in the bank in a timely manner. Pay all bills when presented for payment. Complete end of year audit with finance committee. File all end of year paperwork, including federal and state filings and charities registration.

**Secretary:** Record minutes at each PTA meeting. Copy and distribute minutes and agendas at each meeting. Prepare an agenda for each meeting. Maintain an orderly file of minutes and agendas.

**Bylaws:** Review and update bylaws when required by the NJPTA.

**Membership:** Responsible for collecting membership forms and money and keeping an accurate record of members in MemberHub.

## **DISTRICT-WIDE COMMITTEE POSITIONS**

**Box Tops:** Responsible for the collection, recording, and reporting of Box Tops collected from students in the schools throughout the year.

**Spirit Wear:** Coordinate active wear (sweatshirts, t-shirts, etc.) with a school logo for purchase by parents, teachers, and students to encourage school spirit and distribute.

**School Spirit Days:** Coordinate ideas for designated School Spirit Days.

**Gift Auction:** Coordinate a district-wide gift auction. This includes soliciting gifts, organizing ticket sales, and preparing gift baskets.

**Finance Committee:** Comprised of three members and the treasurer to conduct the year end PTA audit.

**Nominating Committee:** Three members and an alternate are elected. Gather nomination forms and make slate of Chairperson for each committee/position and Executive Board office based on PTA participation and involvement.

Read-A-Thon: Organize the Read-A-Thon for all the schools. Gather student into from schools for Read-A-Thon company. Distribute flyers.

## **COMMITTEE CHAIR POSITIONS:**

8<sup>th</sup> Grade Dance Committee: Coordinate decorations and snacks for the 8<sup>th</sup> grade formal dance.

Book Fair: Coordinate the Fall and Spring Book Fairs through Scholastic; arrange for volunteers to cover the daily shifts as needed, including setting up and breaking down of the book fair displays.

Curriculum Enrichment: The committee's duties are to review and select applicable programs that will become our school assemblies.

Dance Coordinator: Coordinate decorations and snacks for dances. If required at your school, hire DJ and collect admissions.

Family Fun Night: Plan evening events that encourage family participation, such as movie nights, pizza nights, craft nights, etc; arrange for volunteers, as needed. Also responsible for planning Restaurant Nights by contacting area restaurants, planning dates, and letting the school community know about events.

Father's Day Sale: Coordinate sale of Father's Day items. Collect orders and distribute.

Field Day: Organize volunteers to be assigned to the different events at field day; purchase and distribute t-shirts for students, staff & volunteers; arrange for refreshments, if needed.

Holiday Boutique: Coordinate the purchase and sale of holiday items for students to purchase in December and arrange for volunteers, as needed.

Kid Stuff Books: Arrange the deliver and distribution on the books. Collect the returned books/money.

Memorial School Play Candy Sale: Purchase and sell candy and water at all shows of the Memorial School Play.

Mother's Day Plant Sale: Coordinate ordering and delivering of plants for students to purchase for Mother's Day; organize the set-up at the school; arrange for volunteers, as needed.

Pretzel Sales: Send home pretzel order forms to kids and coordinate ordering/picking up pretzels and distribution on half days.

Refreshments: Coordinate sale of baked goods or candy for concerts and/or dances.

Second Grade Dance: Coordinate all aspects of the second grade dance including ticket sales, booking DJ, refreshments, decorations, and arrange for volunteers to staff the event.

Spirit Wear Field Day Shirts: Responsible for ordering shirts with school logo and distribute to all students in time for the school years first field trips.

Teacher Appreciation Week: Coordinates a week of food events (the first full week in May) for the teachers (Breakfast one day, lunches the next etc...)

Walk-a-thon: Send home sponsor forms to kids and after, collect sponsorships. Book DJ and be available day of walk-a-thon to coordinate volunteers and kids, can be done in the Fall or Spring.

Welcome Back Teacher Breakfast: Plan a breakfast to welcome teachers back to school during one of the first days of September.