

# 2013-2014 **Bailey Middle School**

## PTSA Officer Elections

The PTSA Nominating Committee would like your input in recommending BMS PTSA officers for the 2013-14 school year. The role of the PTSA is to provide a liaison between Bailey Middle School parents, students, teachers, and administration. ***It is the fundamental principal of the PTSA organization to fill its positions with interested and committed parents from diverse backgrounds and opinions to provide the best possible voice for the school.*** Please consider getting involved even if you have never participated in PTSA activities before. Use the form below to volunteer yourself or nominate someone you think would fill these positions for Bailey Middle School. The nominating committee will then get in touch with these individuals to discuss their interest level.

***Please return form to your school's front office by March 26<sup>th</sup> addressed to the Bailey Middle School PTSA Nominating Committee.***

**A detailed list of each office/committee responsibilities is available at the Front Office or BMS PTSA website: [www.BaileyMiddleSchool.info](http://www.BaileyMiddleSchool.info).**

I would like to volunteer to serve in the position(s) listed below or I would like to nominate the following person(s) to serve in the elected Officer position(s) listed below:

### PTSA Board Offices

### Nominee or Volunteer Name

### Phone # & Email

#### President (Incumbent: Debra Cassidy)

Responsibilities: Plan and run all PTSA Board and General meetings. Work with Committee Chairs and coordinate duties. Act as liaison with school administration, SLT, CMS PTA, students, teachers, and parents. Advocate for Bailey Middle School.

#### VP Membership

Responsibilities: Publicize and encourage student, parent, community and staff PTSA membership. Collect dues, record members, distribute PTA cards. Oversees Volunteer Coordinator, Student PTSA, inside/outside Beautification, Test Proctors, and Welcome Desk committee chairs.

#### VP Fundraising (Incumbent: Johnny Nicodeme)

Responsibilities: Oversee all fundraising committees: Book Fair, Student Store, Supply Packs, Bronco Fund/Corporate Sponsors, Box Top/Store Rewards. Manage fundraising budget. Research new fundraisers and interview vendors. Plan Restaurant Nights. Coordinate and execute fall and spring fundraising events.

#### VP Communication (Incumbent: Amy Hallman)

Responsibilities: Oversee the publicity piece of the PTSA. Implement programs to improve overall communication to parents, school staff and the local community. Oversees chairs for Bronco Beacon, Bronco Times, Website, Social Media, and Photography.

#### VP School Support

Responsibilities: Oversee all activities involving student, teacher, staff support. Supports Elective and Grade Level Representatives, Honor Roll and Character Education, Reflections, Staff Appreciation, and Media Center Support, Lost and Found committees.

#### VP Family Events

Responsibilities: Oversees all events involving family involvement. Supports Back to School Picnic, International Night, Parent University, Run too Overcome, Take Your Family to School Week, and 8<sup>th</sup> Grade Promotion committees.

#### Treasurer

Responsibilities: Finalize budget for PTSA approval. Give financial updates at meetings. Record all monies received and checks issued. Manage bank account, taxes, and annual financial review. Do Insurance and Taxes. Prepare for audit for summer and spring.

#### Secretary

Responsibilities: Record minutes and participants at PTSA Board and General Meetings. Ensure voting quorums. Update by-laws & Standing Rules as necessary. (Acts as Parliamentarian) Submit for Local, State, National Awards.

**Comments:** \_\_\_\_\_