



Email to: Brooke Dunham- Brooke.Dunham@gmail.com Forms are due 3/4/2016.

Name: _____

Email: _____

Home Phone: _____ Cell Phone: _____

The Riddle PTA Board consists of five (5) elected officers and Twelve (12)* appointed officers and chairmen. The Board meets for regular meetings and general meeting five times a year. Below is a list of elected positions. Please indicate the position(s) which interest you in order of preference (1 = most interested in). Please feel free to nominate a qualified individual as well. You may select as many positions as you are interested in, but you can only be slated for one position. These are brief descriptions of the slated positions and the exact description can be found at riddleelementary.my-pta.org under the PTA Info tab – standing rules.

_____ **President:** Preside at all meetings; coordinate the work of the officers and committees of the association

_____ **First Vice President:** Aid to president; in charge of programs; presides in absence of president

_____ **Second Vice President:** In charge of fundraising

_____ **Secretary:** Record and maintain minutes of all meetings; Send notice for all meetings; preserve documents of association.

_____ **Treasurer:** Maintain custody of funds for association. Maintain books of account; present financial reports, complete tax documents.

- Historian** – If you enjoy photography this is the position for you! We need help to collect photos of all of our events throughout the year
- Parliamentarian** – This is a great position if you enjoy parliamentary processes and Roberts Rules of Order
- Membership*** – Help families register for PTA memberships. Report rosters to Texas State PTA and distribute PTA membership cards
- SAGE** – Promote outstanding ISD events that establish alliance between parents and educators for all students
- Inclusivity/Multicultural Awareness*** – Help us to highlight the wonderful diversity here at Riddle by coordinating our Multicultural Night (February)
- Volunteer*** – Recruit volunteers for events at Riddle by creating sign-ups through sign-up genius. Organize volunteers for Riddle Fall Festival
- Room Parent Chairman*** – Organize room parents across all grade levels to execute snowball, valentine and end of year parties
- Newsletter*** - Publish quarterly PTA Newsletter

- Hospitality*** - serve refreshments at PTA Meetings, setup/cleanup staff luncheons & dinners. Set-up coffee mornings at GMR once a month
- Healthy Lifestyle** – Direct – ‘Riddle Runs’ program
- Book Fair*** –Coordinate Scholastic Book Fair(s)
- Legislative/Youth Protection*** – Provide members with information on current national and state legislative issues
- Directory** – Manage the PTA “My School Anywhere” online directory for members
- Spirit Wear*** – Manage Spirit Wear sales
- Teacher Liaison*** – Communication link between PTA and Riddle Teachers
- Website/Publicity*** – Manage PTA Website
- Art & Education*** – Manage Reflections Program

If you have any questions about the elected or appointed positions, please feel free to contact any of the officers who currently hold the positions. The list can be found at riddleelementary.my-pta.org, PTA info tab.