



# Exley Elementary PTA needs You!

## It's time to select the PTA Executive Board for next year.

Have you thought about what more you could do to make a difference in your child's life? Consider PTA! Now is the time to start planning for next year's PTA Leaders. We want to hear from you!

*The **Executive Board** is made up of elected officers. All Executive Board Officers must be elected each year and are not eligible to serve more than two consecutive years in the same office. The slate of officers is selected by the Nominating Committee and voted on by the general membership at the general meeting in March.*

*The **Executive Committee** is made up of the Executive Officer Board and Committee Chairs for the various Exley PTA programs and events. After the elections are held, the outgoing and incoming Executive Committees will appoint the Committee Chairs for the 2010-2011 school year.*

The following is a brief description of each of the elected Executive Board positions:

- **President** – Oversees all functions, events and programs of the JEE PTA. Presides over all PTA meetings. Coordinates work of all officers and committees. Is a member of all committees except the Nominating and Audit committees. Attends monthly local, council, VIPS and presidents meetings.
- **1<sup>st</sup> VP, Programs** – Aide to the President and presides over meetings in the president's absence. In charge of Curriculum Support and School Programs.
- **2<sup>nd</sup> VP, Membership** – Aide to the President and presides over meetings in the president's absence. In charge of PTA Membership, Publications and Campus Improvements.
- **3<sup>rd</sup> VP, Fundraising** – Aide to the President and presides over meetings in the president's absence. In charge of All Year Fundraising, Fall and Spring Fundraising.
- **3<sup>rd</sup> VP, VIPS** – Aide to the President and presides over meetings in the president's absence. In charge of Campus Services, Teacher Services, Hospitality, Homeroom Coordinator.
- **Treasurer** – Serves as Chair of the Budget Committee, shall have custody and keep accurate records of all JEE PTA funds, and report on these funds at Executive Board meetings. Chairs the Budget Committee.
- **Secretary** – Shall record, distribute and present the minutes from all meetings of the JEE PTA, and maintains all correspondence. Sends written reminders of monthly meetings to all board members and sends cards to faculty and staff as outlined in standing rules. Chairs the By-laws Committee.

Please complete the attached form if you are interested in submitting your name for consideration for any of the elected Executive Board positions for the 2010-2011 PTA school year. Please return the form to the JEE office, in an envelope addressed to the **JEE PTA Nominating Committee no later than February 19th. (Sorry, late entries will not be considered) If you prefer, you may e-mail your submission to Nominating Committee Chair, Melissa Crowder at [melissacrowder@gmail.com](mailto:melissacrowder@gmail.com).** Thank you for your continued support of Exley PTA. If you have any questions please call Melissa Crowder at 832-689-5241.

### 2010 NOMINATING COMMITTEE:

- Melissa Crowder, Nominating Chairperson
- Shelly Baughman
- Laura Frank
- Kelley Bachmayer
- Janice Evans
- Andrea Griffin
- Jane Bingham, Alternate
- Chris Och, Alternate

## Exley PTA needs You!

Would you like to get more involved with the quality of your child's education?

### **2010-2011 Executive Board of Officers Submission Form** (due February 19, 2010)

\*\*Please submit name if you are currently an Officer and wish to serve for a 2<sup>nd</sup> term. (cannot be guaranteed)

\_\_\_\_\_ Yes! I am submitting my name for consideration to serve as an elected Exley Elementary PTA Officer on the Executive Board for the 2010-2011 school year.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Children Attending Exley \_\_\_\_\_

Please check the position(s) of interest:

- President
- 1<sup>st</sup> VP, Programs
- 2<sup>nd</sup> VP, Membership
- 3<sup>rd</sup> VP, Fundraising
- 4<sup>th</sup> VP, VIPS
- Treasurer
- Secretary