

## **Topeka Drive PTA Needs You!**

The Topeka Drive PTA Nominating Committee is beginning the process of nominating individuals for the 2019-2020 school year PTA Board. Below is a brief explanation of each position. **If you are interested in serving, please fill out the attached form and return it to the Topeka front office by Tuesday, March 12<sup>th</sup>. You may also email your choices to the Committee Chair, Stephanie Heisler at [steph.heisler@gmail.com](mailto:steph.heisler@gmail.com).** Whether you currently hold a position or are new, ALL interested individuals must return the form. Please remember that some positions do not require a lot of time and can be held by working parents, grandparents, etc. Please list your top three interests to ensure desired placement. **ALL are welcome and encouraged to consider serving!**

### **OFFICERS**

#### **PRESIDENT**

Performs administrative and leadership duties; Presides over board and general PTA meetings; Represents PTA during other functions and association meetings.

#### **EXECUTIVE VICE PRESIDENT**

Assists President in any capacity needed.

#### **VICE PRESIDENT-MEMBERSHIP**

Assists President in any capacity needed.

#### **VICE PRESIDENT- WAYS AND MEANS**

Manages and oversees Spirit Shop and other fundraisers as deemed by the board, including collecting monies and submitting deposits to the treasurer.

#### **TREASURER**

Maintains PTA financials including balancing checkbook, issuing checks, and making deposits. Provides reports of budget and accounts for meetings; Files necessary paperwork to the state.

#### **AUDITOR**

Audit the books and financial records of the association semiannually. Both in December and July per bylaws.

#### **PARLIAMENTARIAN**

Attends ALL board and general PTA meetings and has a working knowledge of the bylaws. Handles bylaw amendment filings and submissions for review when necessary.

#### **SECRETARY**

Attends ALL board and general PTA meetings and provides minutes of the proceedings. Record all expenditures in the minutes.

#### **HISTORIAN**

Compiles a record of the activities, achievements and volunteer hours of the PTA including photos, documents, etc.

### **BOARD POSITIONS**

#### **TIGER FUND**

Organizes and manages Tiger Fund, the annual year-long direct ask campaign

#### **BOX TOP COORDINATOR**

Promotes school wide submission of Box Tops labels. Works with campus coordinator to set goals and incentives. Promotes, counts, and submits labels for monetary redemption to the school.

#### **GREEN TEAM**

Promotes and encourages environmental awareness on the school campus.

#### **HOSPITALITY**

Organizes provisions and sets up/serves refreshments at PTA Meetings and other functions.

**ROOM PARENT COORDINATOR**

Coordinates volunteers as needed for various school functions. Collects, maintains, and distributes volunteer information to appropriate committees. Provides training as necessary.

**WEBSITE/SOCIAL MEDIA**

Maintains webpages and social media avenues concerning Topeka Drive PTA.

**IF YOU ARE INTERESTED IN ANY POSITION, PLEASE FILL OUT AND RETURN THE INFORMATION BELOW AT YOUR EARLIEST CONVENIENCE ON OR BEFORE MARCH 12<sup>TH</sup>. IF YOU ARE NOT INTERESTED IN HOLDING A BOARD POSITION BUT WOULD LIKE TO ASSIST OR VOLUNTEER IN ANOTHER CAPACITY, PLEASE MARK WHERE INDICATED. ALL ARE INVITED TO SUPPORT OUR SCHOOL!**

**You may also email your choices to Stephanie Heisler, Nominating Chair at [steph.heisler@gmail.com](mailto:steph.heisler@gmail.com)**

Sincerely Your Nominating Committee,

Stephanie Heisler, Tintai Wong and Dina Curoe

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**Topeka Drive PTA Board Nominating Form**

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

Phones: (H) \_\_\_\_\_ (C) \_\_\_\_\_

**POSITIONS IN WHICH INTERESTED:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

**OR**

\_\_\_\_ I would like to help the Topeka Drive PTA with various projects as needed.

If applicable, please indicate specific area(s) you would like to serve:

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**PLEASE EMAIL YOUR CHOICES OR RETURN THIS FORM TO THE TOPEKA MAIN OFFICE BY TUESDAY,  
MARCH 12<sup>th</sup>**

**ATTN: TOPEKA DRIVE PTA  
Nominating Committee Chair**