

Seeking a Nominating Committee

Highland Oaks Middle School PTSA is seeking 3-5 members for the **Nominating Committee**. This committee will seek qualified nominees for the elected leadership of the HOM PTSA for 2022-2023. This is a very important committee, as it helps shape PTSA leadership for the following school year.

The work of this committee takes place now through the May PTSA General Meeting. If you are interested in serving on this committee, please email homptsa@gmail.com with your intent.

Do you want to get involved or know someone who would be a great asset to HOM PTSA?

- Are you friendly, cheerful, and have a desire to help?
- Do you enjoy socializing and working with other motivated volunteers?
- Do you want to learn more about your child's school?
- Diverse language skills and cultures are a plus.

The following HOM PTSA Board positions are currently OPEN FOR NOMINATION. Please email homptsa@gmail.com if you wish to nominate someone by May 1, 2022.

President: Plans PTSA calendar and budget. Organizes and runs PTSA general meetings (5 per year) and PTSA Board meetings. Monitors the efforts of the Board and appointed positions. Appoints committee chair positions and assists in successful execution of various events.

Vice President: Assists President and Board in a variety of ways; may take on chair position if desired or required. VP should work closely to recruit volunteers for appointed positions and events. VP should learn the ins-and-outs of the HOM PTSA.

VP School Store Manager: The School Store and Uniform sales are the HOM PTSA's largest source of income. The manager will maintain the store, purchase supplies and organize volunteers for store. Uniforms has its own chair people. Items in the store include and are not limited to: Uniforms, Spirit Shirts, books, school supplies, snacks, band and music supplies, items requested by the principal (like t-shirts for a special event or club). This position requires management skills and can be held by more than 1 person.

VP Fundraiser: Plan and organize fundraising events (based on budget needs). Examples are: catalog and/or community sales efforts, campaigns, raffles, events, giveback at local restaurants, dress down days, etc. Big or small events...the possibilities are endless.

Treasurer: Manages the accounting of all PTSA money (balance checkbook, pay bills and invoices, write checks as approved by President). Creates the yearly budget and presents monthly reports to board and at general meetings. Treasurer (or a designee) makes deposits to the bank on a timely basis. Quickbooks Accounting software will be provided to the Treasurer. Treasurer is the liaison with the bank, as needed, for administrative items. Treasurer keeps up with annual tax filing. (You do not need to know how to prepare taxes).

Recording Secretary: Responsible for typing all meeting minutes, provide sign in sheets for live meetings, and notes from General and Board Meetings, and will keep these historical records.

Corresponding Secretary: Responsible for managing the membership email addresses, send blast emails, and administer our Memberhub needs. Also may manage PTSA social media presence (Facebook & Instagram) with publicity and notices. (President and Principal will approve how often to communicate and what information will be sent). Some marketing skills and computer skills needed, and creativity is a plus!

Committee Chair Positions:

(Appointed; can be shared; including but not limited to)

- **Uniform Chair:** Manage uniform ordering, organizing, inventory, and sales. Assist with getting volunteers to help during summer hours TBD. Can be held by more than 1 person, with a committee. Retail experience a plus, but not necessary.
- **Membership:** This committee recruits HOM PTSA members using any method desired. Will manage the membership process on the online Memberhub platform.
- **Hospitality Chair:** Plans and manages a variety of food events, gift events, appreciation events, and other activities aimed at welcoming and creating a friendly environment. Key characteristics for this position are organization, creativity, an eye for décor and details. Ability to ask for donations from local businesses is a plus.
- **Marquee coordinator:** manages marquee advertisers and ads - both corporate, internal, and birthday messages. Creates simple ads for the marquee for PTSA and school use, follows up as needed when problems arise with marquee. Marketing and computer graphics skills are a plus!
- **Feed Our Families Chair:** to promote collection of food and supplies for our pantry, organize pantry and work with staff liaison for distribution. To do the same for the holiday collections, and other charitable efforts of the PTSA.
- **Teacher Grant Chair:** manages the teacher grant committee (3-4 members), rolls out teacher grant program, reviews submitted grants, meets with committee to decide on each grant, ensures the timely completion of funding, and stays within the Grant budget. Good organization and email communication skills are necessary.

- **Honor Roll Chair:** acquires and distributes gifts to students on honor roll at the honor roll assemblies – 3 times per year. (Cookies, gift cards, etc.).
- **Back to School Orientation:** assist in organizing refreshments and volunteers to assist new parents and students.
- **Open House & Curriculum Night Planning Chair:** Open House usually occurs in September and Curriculum Night usually occurs in Jan/Feb. The planning chair will manage community partners who attend, get volunteers to help if needed, organize snack and other sales for the events. Community service hours can be given for high school students that help.
- **Dress Down Days Chair:** HOM kids love to dress out of uniform, and PTSA organizes a series of Dress Down Days during the school year to raise money. The chair will organize the wristbands, get volunteers for the days, and count the money raised.