



## PTA Board Nomination Form

### Falcon Academy PTA

### 2022-2023 School Year

It's that time again! Please send us your recommendations for the Falcon Academy PTA Board. You may nominate yourself if you are interested, too! We are looking for volunteers who are willing to dedicate some time and effort into helping make The Falcon Academy of Science & Technology the best it can be. Please submit forms to the school office by 04/07/22.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

What position(s) do you think this person would be most comfortable with? Please choose all that apply.

You can also submit your nominations online using the link given below,

<https://docs.google.com/forms/d/1eLSyem3VFw0iBjJ24WVvaMlmOXJs7c01QqrfxXAYlRmk/edit>

### Falcon Academy PTA – Open Positions

#### Executive Board

- President
- 1<sup>st</sup> VP - Aide to President
- 2<sup>nd</sup> VP Ways and Means
- VP Membership
- Treasurer
- Parliamentarian
- Auditor

#### Committee Chair

- B.E.S.T Track Meet
- Box Tops
- Carnival
- Corresponding Secretary
- Donations
- Emergency Kits
- Family Nights
- Love Brea
- Red Ribbon Week
- Reflections
- Watch D.O.G.S.
- Website
- Yearbook
- 6<sup>th</sup> Grade Promotion

#### Basic criteria to be elected as a board member/committee chairperson:



- Each nominee must be a PTA member (at least 28 days prior to the election meeting)
- Each nominee should be willing to give PTA a satisfactory level of priority and commitment, including attendance at meetings
- Each nominee should have the basic knowledge of the organization and its role in the school and in the community

### **For membership please contact:**

Marc Sadler : [marc.a.sadler@gmail.com](mailto:marc.a.sadler@gmail.com)

Visit our PTA page : <https://jointotem.com/ca/brea/falcon-academy-of-science-technology-pta>

Please speak with any Falcon PTA member or ask the office staff to put you in contact with PTA.

<https://www.falconpta.org/contact-us/>

### **Note:**

- Each appointed officer (board member/committee chair) shall serve for a term of (1) year.
- No officer shall be eligible to be appointed to the same committee position for more than 2 consecutive terms.
- PTA Members eligible to vote must have been members for at least 30 days.

## **Roles and responsibilities of each position:**

### **PTA Executive Officers**

**President** – Serve as leader and key contact for the PTA; preside at all PTA meetings; ex-officio member of most committees; appoint chairpersons for special committees; coordinate the work of the officers and committees so that the PTA's objectives can be met. (Effort: year-round, on-going)

**1<sup>st</sup> VP - Aide to President** – Act as an aide to the President; perform the duties of the President in the absence or inability of that officer to serve; assume other responsibilities as assigned by the Executive Board; coordinate the general activities of any Special Committees created by the Executive Board. Ideally – is willing to serve as President in the future. (Effort: year-round, time varies depending upon roles)

**2<sup>nd</sup> VP Ways and Means** – Plan and coordinate Fundraising Events including Jog A Thon. (Effort: year-round, time varies depending upon roles)

**3<sup>rd</sup> VP Membership** – Chair the local PTA unit membership drive. (Effort: year-round, 4 hours a week the first few weeks of the trimester)



**Secretary** – Keep the minutes of all general meetings and all meetings of the Executive Board; prepare correspondence and perform all other duties assigned; maintain master documents on school computers; help recruit committee chairpersons for all vacant standing committees of the board; keep the calendar of events for the PTA. (Effort: 3-4 hours per month, includes attending meeting and typing up minutes)

**Treasurer** – Be responsible for and have custody of all funds; make disbursements as properly authorized; be present at all PTA events where money will be collected; assure that PTA policies and best practices are followed with regards to funds; prepare financial reports for each meeting and as needed; prepare the books for an annual audit. (Effort: year-round, on-going)

**Parliamentarian** – Act as a consultant to assure that meetings and processes are conducted in accordance with bylaws; advise on parliamentary procedures using Robert’s Rules of Order; bring current copy of By-Laws to all meetings. (Effort: 2 hours per month)

**Historian** – Collect and preserve documents relating to the history of the association. (Effort: 1 hour per month, average)

**Auditor** – Audit books and financial records semi-annually and submit written reports. Open and review transactions on all monthly bank statements. Review all monthly bank reconciliations prepared by the treasurer. Present Audit report at corresponding PTA meetings.

### **PTA Committee Chairs**

**Art Masters:** Coordinates with Art Masters six times per year.

**B.E.S.T Track Meet:** Coordinates with the volunteers to support and assist the students participating in the event. (January/February)

**Book Fair:** Host a book fair each trimester in the library. Chair is responsible for set up, scheduling of volunteers and take down (Fall/Spring)

**Box Tops:** Coordinates collection contests and processing of Box tops (Fall / Spring)

**Bulletin Board:** Update Bulletin Board monthly outside of main office (as needed)

**Carnival:** Works with committee to plan the end of the year carnival (Spring)

**Corresponding Secretary/Communications:** Updates Falcon PTA Facebook/Insta pages as needed (year long)

**Dining for dollars:** Organize 1-9 fundraisers throughout the year at local restaurants

**Emergency Kits:** Coordinates with vendor, collect, process & distribute orders (Fall)

**Family Nights:** Organize events throughout the year for Falcon families to socialize

**Hospitality:** Coordinates and plans Teacher Appreciation Week and Holidays for teachers (Holidays and Spring)

**Love Brea:** Coordinate with volunteers to complete the planned projects (April)

**Play Chair:** Coordinates our school play with Stagelight Productions & other BOUSD elementary schools (Fall)

**Promotion:** Plans 6<sup>th</sup> Grade promotion ceremony and activities (May)

**Red Ribbon Week:** Plan a week of events for National Red Ribbon Week (October)

**Reflections:** Distributes information from the district and encourages student participation (Fall)

**Spirit Wear:** Orders school spirit wear in fall semester



**Watch D.O.G.S:** Fathers, grandfathers, step-fathers, uncles, and other father figures who volunteer to serve at least one day a year in a variety of school activities as assigned by the school principal or other administrator. Create a sign up to help coordinate events and volunteers!

**Website:** Update and maintain the Falcon PTA website, including Shopping Cart and PayPal integration. (year long, WordPress experience)

**Yearbook:** Puts together the yearbook

**If you would like more information about volunteering please contact our PTA President, Cory Nguyen, [falconacademyptaprezcory@gmail.com](mailto:falconacademyptaprezcory@gmail.com) or our nominating committee:**

**Tracey Muleady:** [falconptavp@yahoo.com](mailto:falconptavp@yahoo.com)

**Jim Bailey:** [falconptajim@gmail.com](mailto:falconptajim@gmail.com)

**Jansi Manoharan:** [jansimanoharan@gmail.com](mailto:jansimanoharan@gmail.com)

**Roberta Carrera:** [carrera.roberta.falconpta@gmail.com](mailto:carrera.roberta.falconpta@gmail.com)

**Rachel Moss:** [rachel.m.moss@gmail.com](mailto:rachel.m.moss@gmail.com)

**Marc Sadler:** [marc.a.sadler@gmail.com](mailto:marc.a.sadler@gmail.com)