

Attention Parents!

2010/2011 JASPER PTSA EXECUTIVE BOARD COMMITTEE CHAIRMAN

We are looking for volunteers to be on the Jasper PTSA Executive Board and for Committee Chairman for 2010/2011. Please read the attached information regarding the executive board positions. If you'd like to apply for one of these positions, please complete the attached form and e-mail it to Debbie Rynas, Jasper Nominating Committee Chairman at: drynas@sbcglobal.net. The Nominating Committee will be slating the following positions.

President

1st Vice President – Programs

2nd Vice President – Membership

3rd Vice President – Volunteers

4th Vice President – Ways and Means

Secretary

Treasurer

The elected officers for 2010/2011 will be filling the remaining 2010/2011 Executive Board positions. Please take a moment and see how you can help support Jasper HS next year!

Experience is not necessary. Training and support are provided for every position.

To be considered for one of the Jasper Executive Board or Committee Chairman positions, please send the following information to drynas@sbcglobal.net by

Monday, March 1, 2010.

- Name
- Phone Number
- Cell/Work Number
- Email
- Children/Grade Levels
- "I am interested in the following positions:....."
- Please list any previous PTA positions or responsibilities/experience.

If you have any questions or would like additional information about any of these positions, please contact: **Debbie Rynas**, Chairman, Jasper Nominating Committee, drynas@sbcglobal.net or 972-898-0703

Jasper PTSA Officers

In addition to the responsibilities of your position, members of the Jasper PTSA Executive Board are REQUIRED to attend **monthly Executive Board meetings** and five **Jasper PTSA General Membership meetings**.

President: Coordinates the work of the officers and committees of the PTSA. Conducts and presides at any business meeting of the association.

VP- Programs: Is aide to the president and coordinates all educational programs for members sponsored by the PTSA.

VP – Membership: Is responsible for promoting membership in the PTSA. This includes collecting and delivering PTSA annual dues to the treasurer and preparing membership rosters that are sent to the State PTA.

VP- Volunteers: Is responsible for developing and coordinating the parent volunteers to assist with any school related activity. This includes making sure that all volunteers have been cleared by PISD to volunteer on campus. Coordinates the summer registration packet; maintains a current list of volunteers and volunteer hours.

VP-Ways & Means: Is responsible for planning, organization, coordination and implementation of all fund-raising projects and/or activities of the PTSA. This includes supporting the chairperson of each fund raising project/activity; budget preparation; working with vendors for all fundraisers.

Secretary: Is responsible for recording the minutes of all meetings of the association and keeping a accurate record of attendance at executive board meetings. The secretary also maintains documents of the PTSA.

Treasurer: Is responsible for all the funds of the PTSA. The treasure must keep accurate records, making timely deposits, paying invoices promptly and making sure that all expenses have been approved by the board. The treasurer presents a financial report both oral and written at every PTSA meeting along with the annual report at the end of the year.

Historian: Collects and preserves documents relating to the PTSA; presents a written report to the association at the annual meeting. Also, prepares a scrapbook for the year.

Parliamentarian: Advises the presiding officer on questions regarding parliamentary procedure and votes only when the vote is by ballot.

List of Additional PTSA Executive Board Positions

In addition to the responsibilities of your position, members of the Jasper PTSA Executive Board are REQUIRED to attend **monthly Executive Board meetings** and five **Jasper PTSA General Membership meetings**.

Arts in Education: Promotes the Reflection Program. This includes collecting entries for Reflections judging and coordinating experienced judges to judge entries. Chairman forwards winning entries to the council level for judging. Required to return entries to students after judging.

Newsletter/Publicity: Responsible for coordinating all publicity of the PTSA and producing the monthly PTSA electronic newsletter.

Council Delegate: Attends all Council PTA meetings and reports back to the Jasper PTSA executive board information presented at the meeting. Responsible for voting on issues at the Council meetings.

Environmental: Supports environmental awareness including recycling and other programs to improve our planet.

Hospitality: Responsible for coordination of all special activities of recognition and/or appreciation of faculty. Typically includes a luncheon in August for the staff; a holiday lunch in December; and Teacher Appreciation Week in May.

Legislative: Stays current on legislative activities that pertain to education and students. Should follow legislative activities at the local and state level.

Youth Protection: Develops and coordinates all safety programs for the PTSA. Acts as a liaison between parents and the school to promote youth protection, safety, and health activities.

List of Committee Positions

Birthday Coordinator: Responsible for recognizing every teacher and staff member's birthday through the year.

Cultural Diversity: Work with the Plano ISD Council of PTA and Plano ISD to support and encourage activities that promote cultural diversity.

Directory: Using the membership information provided by families at the beginning of the year, this person prepares the directory for production. Reviews and recommends a printer to produce the directory. Helps with distribution during lunch to students who families ordered directories.

Hardship Coordinator: Coordinates services for Jasper families needing assistance.

Marquee Coordinator: Is responsible for updating the marquee as required.

Office Coordinator: Is responsible for coordinating the schedule for office and copy volunteers.

Required Reading: Works with the VP Ways & Means to order books for the Schedule Pick-up. Responsible for ordering the books and selling them during the two days of Schedule pick-up in August. The responsibilities are completed by September.

SAGE (Special and Gifted Education) Chairman: Work with the Plano ISD Council and the Plano ISD to communicate parent education programs for gifted and special needs communities at Jasper.

Student Involvement: Work with the different clubs and booster organizations on campus to plan the Jasper Dance. Responsible for organizing all aspects of the dance.

Teacher Treats: Coordinates lunches/treats for the teachers approximately four times a year. Responsible for coordinating the menu and scheduling volunteers. These are simple lunches and treats!

Website Chairman: Maintains the website with all the latest information regarding events and news.