**Description of elected positions (requires nomination)**

**Available 2017-2018**

**President**

This is an elected position and requires attendance of board meetings. You are the hub of the board. All positions report to you at the board meetings. You are sometimes the final say in a decision or the first person your board turns to in a crisis. This position requires a good communicator, as you will be communicating not only with your board, but also the school staff, teachers, parents, and outside vendors. It is your job to make sure each board member is keeping up with his or her duties. You will conduct meetings, both executive board meetings and general PTA meetings. You are required to attend trainings offered by the Texas PTA either via webinars or at Summer Leadership Series Conference. It’s fast-paced and messy sometimes, but it’s the best way to get to know the school staff, parents, and the community. Plus, your kid will think you’re a rock star. Seriously.

**1st Vice President Membership Chair**

This is an elected position and requires attendance of board meetings. Your primary goal is to renew past members and get new ones. It requires coordination between PTA and school, as well as processing membership applications in a timely fashion. You will staff back to school night or any other events where members can sign up and get info. This person will work closely with the treasurer to report new members as they come in and update the roster in a timely fashion. There is some creativity involved in this position also, as you will to create membership packets, flyers, and anything else that might help gain new members. You are required to attend trainings offered by the Texas PTA either via webinars or at Summer Leadership Series Conference. It’s your job to make sure people understand that being a member is not the same as being a volunteer. We will not hound members to be volunteers. I promise.

**2nd Vice President Program Chair**

This is an elected position and requires attendance of board meetings. Your primary goal is to plan educational programs for the Callison Community – parents, students, and staff. There is a lot of coordination with the school, as well as with outside vendors. This person assists the Reflections chair or the Healthy Lifestyles chair, as these are program initiatives of the National PTA. You are required to attend trainings offered by the Texas PTA either via webinars or at Summer Leadership Series Conference. Think about what programs you would like to see at Callison and make it happen. It’s amazing to see the smiles on faces when the kids love a program. Remember Dinosaur George? That’s a program!

**3rd Vice President Fundraising Chair**

This is an elected position and requires attendance of board meetings. Your primary goal is to promote and manage all PTA fundraisers. This position requires planning, promoting, and reconciling all fundraisers. There is a lot of coordination with the school, as well as with outside vendors. You are required to attend trainings offered by the Texas PTA either via webinars or at Summer Leadership Series Conference. Show me the money! You bring Dinosaur George to Callison.

**Secretary**

This is an elected position and requires attendance of board meetings. Your primary goal is to take notes at the board meetings and turn your minutes into the President. You are required to attend trainings offered by the Texas PTA either via webinars or at Summer Leadership Series Conference. This is an easy position. Seriously, taking notes!

**Treasurer**

This is an elected position and requires attendance of board meetings. Your primary responsibility is to balance the books. Some other important responsibilities include being a signer on the bank account, keeping plans of work for all budget items, keeping all board members in check when spending money, and being responsible for the checkbook. You are required to attend trainings offered by the Texas PTA either via webinars or at Summer Leadership Series Conference. We need someone who is not afraid of numbers and can reimburse a board member on the fly. You will be writing many checks. Did someone say hand cramp?

**Historian**

This is an elected position and requires attendance of board meetings. Your primary goal is to make sure the next board has a report of the history of the year. You will chronicle the year in the life of the PTA board. You are required to attend trainings offered by the Texas PTA either via webinars or at Summer Leadership Series Conference. Another easy peesy lemon squeezy position. You just have to come to board meetings.

**Parliamentarian**

This is an elected position and requires attendance of board meetings. Your primary goal is to make sure the board follows parliamentary procedure ([*Robert’s Rules of Order*](http://www.robertsrules.org)). You are required to attend trainings offered by the Texas PTA either via webinars or at Summer Leadership Series Conference. Here’s the third easy position. This is the best position to learn about the PTA. This one is for you...new to Callison parent ☺

**Description of appointed positions (requires board vote)**

**Available 2017-2018**

**Volunteer Coordinator**

Manage Sign Up Genius (web based program that lets you create events and email your volunteers) account and coordinate volunteers for PTA and school events. You don’t have to be present at all events to make this position successful, but it helps. It requires attendance of board meetings when you can and coordination between PTA and school, as well as keeping up with volunteer applications. This position requires knowledge of web applications. You will also be asked to staff back to school night or any other events where volunteers can sign up and get info. Like people, like attending events, like saying thanks? You got this.

**Event and Hospitality Chair**

Plan, coordinate, and execute various events for PTA-sponsored events. These include but are not limited to Back to School Bash, Carnival, Movie Nights, WATCH DOG events, volunteer appreciation, and teacher appreciation. This position would be best with a committee approach – a dedicated person for each of the large events that report back to the chair. The position requires attendance of board meetings when you can and coordination between PTA and school, as well as coordinating with your committee. Hello, party planner! This one’s for you.

**Box Tops Chair**

Promote and manage the PTA Box Tops program. Promote Box Tops throughout the year. Clip, bag, and turn in by submission dates (2 per year). Promote and manage the Box Tops annual contest. This position requires attendance of board meetings when you can and coordination between PTA and school. You will also be asked to promote Box Tops at back to school night and any other events where promotion would be effective. Easily the least stressful money making position. Clip, bag, and mail box tops for cash!

**Yearbook Chair**

Manage the production of the Callison yearbook. Attend and take pictures at events, collect school photos and class pictures. Conduct a yearbook cover artwork contest. This position requires a lot of independence, self-motivation, and creativity. It also requires knowledge of web applications and working with outside vendors to complete the project. It requires attendance of board meetings when you can and coordination between PTA and school, as well as keeping up with promotion and order forms. There is a lot of down time with this position, however, Jan-March you will be very busy. Communication and creativity are key for this position. It’s technical, it’s creative, and will live forever.

**Healthy Lifestyles Chair**

We created a new position to chair a national initiative, the Healthy Lifestyles program. During the 2013-2014 year, we used this model to create the Family Fit Club, which hosted family exercise nights throughout the year. The PTA is interested in growing this as part of the Healthy Lifestyles program. This position requires attendance of board meetings when you can and coordination between PTA and school. You will also be asked to promote Healthy Lifestyles (or whatever our program looks like) at back to school night and any other events where promotion would be effective. Is fitness and healthy eating your thing? This is a perfect match.

**Reflections Chair**

We created a new position to chair a national initiative, the Reflections Program. The PTA has participated in this program the last two years and it is popular with the kids. Promotion of next year’s program starts during the current school year. The contest is basically over by November 1, so pre-promotion is key to participation and success. This position requires attendance of board meetings when you can and coordination between PTA and school. You will promote the Reflections program at back to school night and any other events where promotion would be effective. Your duties include promotion, collecting artwork, coordinating judging, turning in entries on time, and notification of awards. You might attend the awards ceremony to represent our PTA and school. Calling all artists...this is so important for our school. Art is a specials class. This encourages kids be artistic over the summer and at the beginning of the school year. And did I mention there’s an awards ceremony?!

**Communications Chair**

We created this new position based on the needs of our school. This person would be in charge of updating social media and PTA website. You will be creating flyers about upcoming events, crafting newsletters, e-news and morning announcements. We want to spread the word about what the PTA is and does. This position requires attendance of board meetings when you can and coordination between PTA and school. This position requires knowledge of content management systems, social media outlets, and writing skills. Blah, blah, blah. If you like talking, go for it.