



Nominations are being accepted for the 2018-2019 PTA Executive Board

Please submit the form below to your child's teacher by February 9th.

****Do not nominate another person without his/her approval****

Please check all positions of interest, each person may serve in only one position

Elected Board Positions	Non-elected Board Positions	Committee Chair Positions
<input type="checkbox"/> President	<input type="checkbox"/> Homeroom Coordinator	<input type="checkbox"/> Bulletin Boards
<input type="checkbox"/> 1 st VP of Programs	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Environment
<input type="checkbox"/> 2 nd VP of Fundraising	<input type="checkbox"/> Yearbook	<input type="checkbox"/> Father/daughter event
<input type="checkbox"/> 3 rd VP of Membership	<input type="checkbox"/> Junior Achievement	<input type="checkbox"/> 5 th Grade Biztown
<input type="checkbox"/> 4 th VP of Volunteers	<input type="checkbox"/> Parliamentarian	<input type="checkbox"/> 5 th Grade Chair
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Publicity/Facebook	<input type="checkbox"/> 5 th Grade Graduation
<input type="checkbox"/> Secretary	<input type="checkbox"/> Spirit Wear	<input type="checkbox"/> 5 th Grade Party
	<input type="checkbox"/> Webpage	<input type="checkbox"/> 5 th Grade Super Bowl
	<input type="checkbox"/> Katy Council Delegate	<input type="checkbox"/> Great Bear Crawl Fundraiser
		<input type="checkbox"/> GrizzFest
		<input type="checkbox"/> Library Coordinator
		<input type="checkbox"/> Literacy Library
		<input type="checkbox"/> Lunch Room Coordinator
		<input type="checkbox"/> Mind the Gap
		<input type="checkbox"/> Mother/son event
		<input type="checkbox"/> Popcorn
		<input type="checkbox"/> School Store
		<input type="checkbox"/> School Supplies
		<input type="checkbox"/> Sister School
		<input type="checkbox"/> Teacher Appreciation Week
		<input type="checkbox"/> Teacher Birthdays
		<input type="checkbox"/> Watchdog Coordinator
		<input type="checkbox"/> Workroom Coordinator

This form is for board and committee chair positions only. Regular volunteer sign up is in August 2018. See back of this page for a detailed description of positions.

Name: _____

Child's Name: _____ Teacher: _____

Phone: _____

Email: _____



Elected Board Positions

President	Responsible for assuring that MGE PTA is run in accordance with local, state and national bylaws. Work in cooperation with the administration of both the school and district. Attend monthly district meetings.
1 st VP - Programs	Acts as aide to the president; presides in absence of the president; and chairs programs committee.
2 nd VP - Fundraising	Establishes and continues appropriate fundraising events/programs to obtain the necessary income required to implement proposed PTA projects; assists and supports the various fundraising committees as needed
3 rd VP - Membership	Chairs the membership committee to solicit, record and register PTA members; chairs Texas Life Membership Committee
4 th VP - VIPS	Organizes, implements, and oversees all volunteer activities. Keeps up information on volunteer hours.
Secretary	Attends all PTA meetings and keeps accurate records of meetings; gets approval of meeting minutes and submits a record of all minutes at the end of the year
Treasurer	Responsible for custody of all funds; keeps books of accounts and records; makes disbursements; presents a financial statement at all executive and general meetings; submits books for the audit committee at the end of the fiscal year

Non-elected Board Positions and Committee Chairs

Bulletin Boards	Works with team leaders to plan bulletin boards for the main hallways (job done in August before school starts)
Environment	Maintains the patio flower beds and oversees outdoor projects
Father/daughter event	Plans the social event for fathers/daughters
5 th Grade BizTown	Works with 5 th grade teachers to organize the volunteers for BizTown
5 th Grade Chair	Coordinates all activities for the 5 th grade. All other 5 th grade chairs work with coordinator for scheduling, budgeting and other large picture items
5 th Grade Graduation	Plan 5 th grade graduation event including decorations and snacks
5 th Grade Super Bowl	Works with the PE teachers to organize the fall football game
5 th Grade Party	Plans and oversees the 5 th grade end of the year party
Great Bear Crawl	Plan and organize spring fundraiser
GrizzFest	Coordinates and organizes the fall carnival, auction and sponsors
Homeroom Coordinator	Oversees grade level coordinators, homeroom parents and parties
Hospitality	Provides refreshments for meetings, teacher luncheons and special events
Junior Achievement	Organizes volunteers for JA for Kindergarten-5 th grade
Katy Council Delegate	Represents MGE PTA at Council meetings and reports back information to the PTA
Library Volunteer Coordinator	Seeks volunteers to work in the school library, coordinates book fairs with the librarian
Literacy Library Coordinator	Works in the literacy library for teachers by shelving and cataloging books
Lunchroom Coordinator	Recruits and organizes volunteers who work in the cafeteria during student lunches
Mind the Gap	Organizes volunteers for the Griffin Ambassadors (for new families to Griffin)
Mother/son event	Plans the social event for mothers/sons
Parliamentarian	Oversees procedures and rules during meetings
Popcorn	Trains volunteers and oversees the distribution of popcorn
Publicity/Facebook	Submits pictures and info of special events to magazines and newspapers, maintain the PTA's Facebook page and updates posts as needed
School Store	Organizes volunteers to work in school store and orders inventory
School Supplies	Coordinates ordering, sales, and distribution of school supplies
Sister School	Plan projects to support our Sister School, Morton Ranch Elementary
Spirit Wear	Designs spirit wear and organizes ordering, sales and volunteers to sell spirit wear such as t-shirts
Teacher Appreciation	Coordinates the activities for Teacher Appreciation Week
Teacher Birthdays	Work with board to decide gift for teachers' birthdays, purchase and distribute gifts for staff monthly
Workroom Coordinator	Coordinates volunteers to work shifts for copying and laminating
Watchdog Coordinator	Coordinates and schedules Watchdog volunteers and oversees this program
Webpage	Maintains and updates the PTA's webpage
Yearbook	Plans, organizes, and creates yearbook for school year, organizes volunteer photographers