

ATTENTION PARENTS!
2008-2009 PTSA ELECTIONS COMING SOON!

It is time to elect our Biscayne Elementary PTSA Officers for the 2008-2009 school year. We need your active participation so that we can continue to help our school be successful in its educational needs.

Please nominate either yourself or someone you think will be interested in serving in any of the positions listed below. **Nominations and elections will be held on Tuesday, April 22, 2008 at 6:00 p.m. in the Cafeteria.**

POSITIONS

President – Is the leader of the PTSA. This person is responsible for organizing and conducting monthly meetings. The President writes in the school’s monthly newsletter and attends community meetings. Furthermore, the president actively leads by coordinating and managing activities with other members in the PTSA. **The President works closely with the Principal, the Vice Presidents, Treasurer, and Secretaries.**

Vice President (I) – Substitutes the President in case of absence. This person is responsible for organizing and leading committees of parents that conduct activities for the school. Closely works with the President, Vice Presidents, Treasurer and Secretaries.

Vice President (II) – Substitutes the President or VP (I) in case of absence. This person is responsible for organizing school wide fundraisers. Closely works with the President, Vice Presidents, Treasurer and Secretaries.

Vice President (III) – Substitutes the President or VP (I and II) in case of absence. This person is responsible for organizing staff/student membership drives. Closely works with the President, Vice Presidents, Treasurer and Secretaries.

Treasurer – Manages PTSA finances. This person is responsible for preparing a yearly budget and monthly treasurer’s reports for presentation at monthly meetings. Furthermore, the treasurer is responsible for paying any PTSA dues or bills and deposits money or checks (**If the PTSA approves through a majority vote**).

Recording Secretary – Supervises and prepares minutes of the meetings. This person is also responsible for bringing copies of the minutes from previous meetings in order to be approved. Furthermore, this person works closely with the President to prepare the agenda for each monthly meeting.

Corresponding Secretary – Manages PTSA mail and other related correspondence. This person is responsible for organizing and disseminating mail to other PTSA Board Members. The Corresponding Secretary writes memos and letters on behalf of the PTSA. Furthermore, this person writes back or calls other parties on behalf of the PTSA.

Student Representative – A student that represents the student body of Biscayne Elementary.

If you are interested in becoming a part of the PTSA Board please fill out the bottom portion of this form and return it to you child’s teacher no later than Friday, April 18, 2008.

Parent Name _____	Interested Position _____
Student Name _____	E-Mail Address _____
Teacher’s Name _____	Phone Number _____

THANK YOU FOR SUPPORTING YOUR CHILD’S SCHOOL!