



## **Hello CFIS Families! The PTSA Nominating Committee invites you to join our board!**

The PTSA is looking for parents/community members who are interested in holding a PTSA Board/Chair Position for the 2020-2021 school year.

- It is comprised entirely of VOLUNTEERS.
- No experience is necessary. Training and guidance will be provided.
- Your involvement greatly benefits the students and encourages school spirit!
- Per PTA bylaws, we are a noncommercial, nonsectarian and non-partisan organization.

### **CFIS PTSA Elected positions:**

**President** - Oversees and works with the executive board to run the PTA effectively following all PTA guidelines. The President acts as the official PTA contact, communicator, and representative of the PTA while working with the executive board to connect families, school, and community to support student success.

**1st VP Membership Chairman**- Works with the membership committee to plan the annual membership campaign. The membership chair/vp is responsible for creating and implementing a membership plan, promote membership throughout the year and provide membership reports at PTA board and association meetings, collecting dues, and distributing membership cards.

**2nd VP Ways and Means Chairman**- Works with a committee appointed by the president to plan and organize fundraising activities. Focuses on raising the amount of funds needed to meet the units budget. Presents reports on proposed fundraising activities at board and association meetings for approval.

**Secretary** - Takes minutes at board and association meetings. They will assist in handling correspondence per the President's direction and have the ability to co-sign formal paperwork such as authorizations for payment.

**Treasurer** – Works alongside the president to create and maintain a budget, maintain a running bank record, signs and issues checks, and creates monthly treasurer reports.

**Auditor** - Audits the books and financial records to determine their accuracy, presents reports to the board/association, and then forwards them to council/district PTAs per the ByLaws.

**Historian** – Assembles and preserves the record/memories of PTA activities. Tracks and reports volunteer hours. Responsible for sales and production of yearbook.

### **President Elect Appointed/Chair Positions:**

We have a number of positions which are appointed by the President elect for the upcoming year. Some of these standing committees include: Parliamentarian, Advocacy Chair, Box tops and Hospitality.

If you would like more information on a position or a chair position, please fill out the form or email and we will contact you! We have positions that fit different strengths and time commitments. We would love to have you.

**\*\*\*\*More detailed job descriptions can be found at [capta.org](http://capta.org)\*\*\*\*  
Nomination Slate will be posted on CFIS Facebook Page **February 26, 2019****

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Please either email your name/position interested and contact info to [apelland07@gmail.com](mailto:apelland07@gmail.com) or return the form below with your student to the office by **February 12, 2019**

Yes!\_\_\_\_\_ I am interested in serving on the 2020-2021 CFIS Executive Board.

Position/s interested in: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Student(s) / Grade/Teacher: \_\_\_\_\_