



Dear Parents,

It's that time of year again for the PTA Nominating Committee to recruit candidates to hold PTA board positions for the following year. The goal of the nominating committee is to enlist the talents of as many BEA parents, friends and family as possible. Please review the attached information and indicate any positions that you may be interested in fulfilling.

The committee will fill the positions and contact you to get your approval of a position before you are slated. We will vote to approve the slate at the next meeting on April 18<sup>th</sup>. Thank you for your willingness to serve our school. If you have any questions, please contact Wendy Heath at [info@beapta.org](mailto:info@beapta.org).

**BEA PTA Board:**

\_\_\_ President – Coordinates officers and committees, presides at PTA meetings and works closely with the Principal.

\_\_\_ VP Membership – Runs the annual membership campaign. Duties include distributing membership forms, organizing member lists and compiling and distributing PTA membership cards.

\_\_\_ VP Fundraising – Oversees and helps implement fundraisers including walk-a-thon, penny jar contests and others.

\_\_\_ VP Communication – Maintains social media, newsletters, and distributes PTA information. Sends out sponsorship letters and thank you notes.

\_\_\_ Recording Secretary – Takes minutes at each meeting and distributes to PTA members.

\_\_\_ Treasurer – Keeps permanent books of all monetary transactions and performs all duties expected of a Treasurer including, weekly deposits.

\_\_\_ Assistant Treasurer – Assists treasurer (see duties above).

\_\_\_ Special Events – Plans PTA events (Movie Night, Sweets with your Sweetie, etc)

\_\_\_ Holiday Shop – Chooses a vendor for Holiday Shop, coordinates dates and times with BEA administration/staff and coordinates volunteers.

\_\_\_ STEM Liaison – Works with STEM teacher and communicates garden needs to the Board.

\_\_\_ Hospitality – Provides and coordinates refreshments for various PTA activities including Staff Luncheons and appreciation events and FSA snacks.

\_\_\_ Uniform Swap Shop- Coordinates and advertises drop off/shopping dates, organizes clothing and shop volunteers as needed.

\_\_\_ School Supplies- Chooses a vendor and coordinates orders and deliveries of school supplies.

\_\_\_ At Large Members – Helps with events as needed.

---

**PLEASE INDICATE ABOVE ANY AREAS OF INTEREST AND RETURN TO YOUR CHILD'S TEACHER OR THE OFFICE NO LATER THAN APRIL 12, 2019.**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Comments \_\_\_\_\_

Visit our website, [www.beapta.org](http://www.beapta.org) and Facebook, [www.facebook.com/beapta](http://www.facebook.com/beapta)

**Visit our website, [www.beapta.org](http://www.beapta.org) and Facebook, [www.facebook.com/beapta](http://www.facebook.com/beapta)**