



JOHN SINNOTT PTA ELECTIONS

2018-2019 SCHOOL YEAR



OPEN OFFICER BOARD ROLES:

FUNDRAISING VP **OPEN**

HISTORIAN **OPEN**

PRESIDENT

NOMINEE: *Nicole Park*

EXECUTIVE VP

NOMINEE: *Vishnu Varma*

SECRETARY

NOMINEE: *Raji Ganapathy*

TREASURER

NOMINEE: *Siva Shanmugam*

PARLIAMENTARIAN

NOMINEE: *Rahul Agarwal*

FINANCIAL SECRETARY

NOMINEE: *Mrudula Bollu*

EVENTS VP

NOMINEE: *Kanya Daivam*

AUDITOR

NOMINEE: *Abhilash Thomas*

PROGRAM CHAIRS AND COMMITTEES:

WALK-A-THON

APPOINTEE: **OPEN**

SPELLING BEE

APPOINTEES:

Subhasri Krishnan and Parul Sharma

FALL FESTIVAL

APPOINTEE: *Kavita Singal*

REFLECTIONS

APPOINTEES:

Sonal and Vishnu Varma

STEM EXHIBITION

APPOINTEE: *Kanya Daivam*

BOOK FAIR

APPOINTEE: *Theresa Chung*

MOVIE NIGHT

APPOINTEE: *Anjana Prasad*

SCHOOL DANCE

APPOINTEE: *Kavita Singal*

GEOGRAPHY BEE

APPOINTEE: *Kiran Karadi*

WE INVITE OUR PARENT COMMUNITY TO BECOME INVOLVED. PLEASE REVIEW ALL OUR OPEN ROLES AND DESCRIPTIONS AND IF YOU ARE INTERESTED IN A POSITION OR JOINING A COMMITTEE, PLEASE SUBMIT YOUR NOMINATION TO

KAMAL JAIN, PTA PARLIAMENTARIAN
SINNOTTPTA@GMAIL.COM

PTA ELECTIONS, ASSOCIATION MEETING
APRIL 11, 2018
WILDCAT DEN

ALL ARE WELCOME TO ATTEND.
MUST BE A MEMBER FOR AT LEAST THE
PREVIOUS 30 DAYS TO VOTE.
VISIT THE FAMILY DONATION SITE TO JOIN:
SINNOTTPTA.WEBLY.COM

OPEN BOARD CHAIRS:

LOCAL SPONSORSHIP CHAIR **OPEN**

SCRIPS COORDINATOR **OPEN**

PHOTOGRAPHY CHAIRS **OPEN**

FAMILY DONATION CHAIR
NOMINEE: *Rekha Krishnappa (continuing)*

HOSPITALITY CHAIR
NOMINEE: *Lina Rogelis (continuing)*

CORPORATE FUNDING CHAIR
NOMINEE: *Prasad Saranjame (continuing)*

WEBMASTER
NOMINEE: *Jon Manongdo (continuing)*

BOX TOPS COORDINATOR
NOMINEE: *Sarah Mohamed*

COMMUNICATIONS CHAIR
NOMINEE: *Nerizza Manongdo*

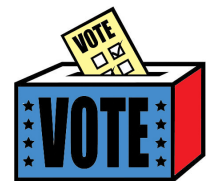
SPIRIT WEAR CHAIR
NOMINEE: *Edyta Kalinowska*

PARENT AND FAMILY ENGAGEMENT CHAIRS
NOMINEES:
Mrudula Bollu and Sheetal Raina

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ARTS EDUCATION CHAIR
APPOINTEE: *Kavita Singal*

HEALTH AND WELLNESS CHAIRS
APPOINTEES:
Prasad Saranjame and Edyta Kalinowska



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OFFICER AND CHAIR DESCRIPTIONS

2018-2019 SCHOOL YEAR

PRESIDENT

Oversees and coordinates the work of an executive board. Presides at PTA board and Association meetings. Serves as the official contact, communicator and representative of the PTA.

TREASURER

Our Treasurer is one of the three vital components to establishing and running a school PTA organization. The other two being President and Secretary. In his or her role, the Treasurer shall maintain permanent records to track unit funds and financial transactions. Pays all PTA bills. Prepares reports for every board and association meeting.

SECRETARY

Our Secretary is one of the three vital components to establishing and running a school PTA organization. The other two being President and Treasurer. In his or her role, the Secretary shall attend monthly board meetings and Association meetings, prepare agendas, record detailed minutes of all meetings and maintain the PTA Records Book of Minutes.

PARLIAMENTARIAN

Our Parliamentarian shall review and study the PTA bylaws, update bylaws and enforce the standing rules of bylaws with justice, courtesy and partiality to none.

EXECUTIVE VICE PRESIDENT

Our EVP works as the primary aide to the president. Helps lead PTA towards specific goals and oversees programs set forth by the PTA. Performs president's duties in his or her absence.

AUDITOR

Our auditor is responsible for auditing books and financial records of a PTA to determine their accuracy. He or she shall present written reports on audits to the board and the association for adoption.

FUNDRAISING VP

Our Fundraising VP heads and oversees the ideas, developments and execution of all fundraising activities of our parent fundraising committees. The Walk-A-Thon and Fall Festival is our single largest fundraiser for our students and teachers. He/She will set fundraising projections with this committee.

EVENTS VP

Our Events VP heads and oversees the planning and execution of all event activities. The Walk-A-Thon, Fall Festival, Movie Nights and School Dance. He/She will head these committees with the support of the board.

HISTORIAN

Our Historian captures, assembles and preserves record of activities and achievements of the PTA. Collects volunteer hours for PTA meetings and events. Completes and submits the PTA Unit-Annual Historian Report to council/district PTA

WALK-A-THON/FALL FEST

This is PTA's single largest fundraising event of the school year and is designed to generate the necessary funds to cover all expenses for the school year. Our Walk-A-Thon and Fall Fest Committee shall co-chair the event with a teacher. With the support of the board, they will design a detailed plan and schedule of the event and be invited to a board meeting for review and approval. Fellow Volunteer Chair will work closely to ensure committed volunteers are secured for the day. They should allow a three month commitment time for this event from start to finish.

SCHOOL DANCE

Our School Dance Committee shall organize the Family Spring Dance to take place one time during the school year, sometime between the months of March and May. They shall secure a DJ, organize food sales, assign roles and work with fellow Volunteer Chair to secure volunteers for the evening.

BOOK FAIR

Our Book Fair Chair will oversee the plans and execution of the annual Scholastic Book Fair. This is a four day event with parent volunteers. He/she should allow a one-month time commitment from the start of advertising the event to the completion of the event. Event takes place in August.

MOVIE NIGHT

Our Movie Night Chair organizes two-three movie nights in the school year. Oversees food service/sales and necessary movie night equipment. Responsible for ensuring the school movie license is current.

GEOGRAPHY BEE

Our Geography Bee is an official National Geographic competition. The committee shall assist the chairperson in coordinating one competition based on the guidelines and materials provided by National Geographic. Some tasks include distributing registration forms, track entries and prepare supplies such as certificates and name tags for competition day. This event may take place in the month of January and the coordinator should plan a commitment time of two months to organize and complete both competitions from start to finish.

SPELLING BEE

Our Spelling Committee shall assist in coordinating two competitions based on the guidelines and materials provided by official Scripps National program: Sr. Spelling Bee (3rd-6th grade) and Jr. Spelling Bee (TK-2nd grade). Some tasks include distributing registration forms, track entries, and prepare supplies such as certificates and name tags for competition day. These events may take place in the month of January and the committee should plan a commitment time of two months to organize and complete both competitions from start to finish.

REFLECTIONS

Reflections is a national PTA art program and contest. Students have an opportunity to express their artistic talents and submit entries in the areas of Literature, Music Composition, Photography, Visual Art, Film and Choreography. Our Reflections Committee shall organize contest submissions, identify judges for each category, and with the support of the board coordinate the Reflections Award Ceremony. They should allow a two-month time commitment from start to finish.

STEM EXHIBITION

Our STEM Chair and Committee will organize a fun night of learning in Science, Technology, Engineering and Math for students and families!