

OFFICIAL SELF-NOMINATION FORM

Lakewood Early Childhood PTA 2016 Board Positions

<p>Return form by Sunday, January 31st to:</p> <p>Dorothy Parks Historian dravenparks@sbcglobal.net, 7040 Westlake Ave. or return to General Meeting on January 21st, 7pm, 7129 Westlake Ave.</p>
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NAME _____ PHONE _____

EMAIL _____

TELL US ABOUT YOURSELF. The Nominating Committee wants to know about your skills, resources, and past experiences as they apply to the positions that interest you.

Board meetings are held the first Thursday of each month (except July).

PLEASE MARK YOUR TOP THREE CHOICES IN ORDER OF PREFERENCE (1, 2, 3)

Sub-committee positions are listed in green and are not required to attend meetings.

____ **President (Officer)**

Presides over all Board and General meetings. Serves as member of all committees except Nominating and Audit. Represents LECPTA in community; serves on Lakewood Elementary Site Based Decision Making Team (ex-officio); Oversees the Lakewood Home Festival.

____ **Vice President (Officer)**

Acts as aide to President. Serves as Chairman of the Committee for Life Membership and presents Life Membership Awards for the state. Plans board events, including the Summer Board Party, Holiday Party and Valentine Party. *This person should consider becoming President the following year.*

____ **Treasurer (Officer)**

Handles the organization's funds. Creates budget in conjunction with officers and committee chairs. Writes checks, makes deposits, balances accounts, keeps ledgers for all committees, and coordinates disbursements with President. Trains, supervises, and assists Assistant Treasurer in all of the above. Prepares organization's tax return. Submits books to audit committee. *Current Assistant Treasurer fills this position.*

____ **Assistant Treasurer**

Assists Treasurer in handling the organization's funds. Writes checks, makes deposits, balances accounts, keeps ledgers for all committees, and coordinates disbursements with Treasurer and President. Will Assist with audit and tax return. *This position is a two (2) year commitment; Assistant becomes Treasurer the second year. Knowledge of QuickBooks is a plus.*

____ **Secretary (Officer)**

Takes minutes at Board and General Meetings. Types and emails minutes to Board before meetings. Handles correspondence for the organization. Orders and distributes stationery to board members as needed.

____ **Parliamentarian (Officer)**

Provides assistance to board members as needed. Ensures use of parliamentary procedure during meetings. Coordinates nominating committee and election procedures. Updates bylaws, when necessary.

____ **Historian (Officer)**

Acts as a custodian of all records and materials pertinent to the history of the association and keeps a record of events and activities as the official history of the group. Maintains current records including data and dropbox. Coordinates with all other committee chairs to store committee data in dropbox.

____ **Membership (2 people)**

Recruits new members year round, plans new member and playgroup parties, collects dues and maintains membership records. Coordinates with playgroup, sunshine and membership liaison positions. One person from Membership Committee should be present at every LECPTA event. *Access to computer with Excel required.*

____ **eNEWS Coordinator** – Compiles and distributes monthly eNEWS letter. Maintains member email list; coordinates with all other committee chairs to disburse information; oversees requests from members to email the membership, coordinate with webmaster; coordinates with publicity chair regarding sponsor ads

____ **Playgroups Coordinator** – Assists membership committee where needed; heads and plans playgroup parties; handles all correspondence dealing with playgroup questions

____ **Sunshine Coordinator** – Organizes meals for members with new babies or otherwise needing support. Sends cards expressing congratulations or sympathy on behalf of the group.

____ **Membership Liaison** – Coordinate members outreach to retain and keep membership involved. This will include coordinating personal phone calls, emails and other methods to reach new and existing members. Assists membership committee where needed.

____ **Programs (2 people)**

Arranges locations and refreshments (through sponsors), engages speakers and all other details for General Meetings (5) and parent-only social events. Acts as official greeters at all events. Coordinates with Social.

____ **Social (2 people)**

Plans and implements all parent/kid social events. Arranges locations, refreshments and all other details for a minimum of 2 fall events and 2 spring events. Coordinates with Programs.

____ **PTA & Community Liaison**

Serves as liaison between LECPTA and district and local PTA groups. Attends monthly local PTA meetings and makes report to LECPTA. Coordinates all wish list disbursements related to the Lakewood Home Festival. Attends Lakewood, Long and Woodrow SBDM meetings when possible.

____ **Webmaster**

Maintains all aspects of the two websites: www.lecpta.org (related to membership activities) and www.lakewoodhomefestival.com (fundraiser). Requires extensive interface with Home Festival chairs.

____ **Assistant Webmaster** – Assists Webmaster (above) in all duties. *This is a two-year commitment—this person will become Webmaster the following year.*

_____ **Home Tour (2 people)**

Selects private neighborhood homes for the Home Tour. Recruits, trains and supervises home captains for each tour home. Solicits florists for each home. In conjunction with Publicity, writes home descriptions and acts as liaison between homeowners and press. Oversees all aspects of Home Tour, including the Candlelight Tour of Homes on Friday night.

_____ **Home Tour Assistant (1)** – Assists Home Tour Chairs (above) in all duties. *This is a two-year commitment—this person will become Home Tour Chair the following year.*

_____ **Home Captains Coordinator** – Assists Home Tour with recruiting, training and supervising all Home Captains.

_____ **Home Captains (10-12)** – Oversees the volunteers at the homes during the Home Tour (volunteers are recruited by the Volunteer Chairs) and works as liaison with the homeowners before and during the Festival weekend.

_____ **Home Tour Historian (3)** Researches the history of two of the six homes on the tour with homeowners and at local libraries (Each historian works with two of the six homes). History may include information on the house itself, on the original owners, and on the neighborhood. This information will all be compiled into the ticket books.

_____ **Home Tour Photographer (1)** Photographs exterior and interior photos of all homes on the Home Tour; makes ready for print in ticket books; stores and maintains photos in dropbox.

_____ **Volunteer Chairs (2 people)**

Solicits and manages all volunteers for the Lakewood Home Festival. Extensive computer work and promoting volunteer opportunities.

_____ **Volunteer Assistant (1)** – Assists Volunteer Chairs (above) in all duties. *This is a two-year commitment—this person will become Volunteer Chair the following year.*

_____ **Raffle Chairs (2 people)**

Oversees all aspects of the Home Festival Raffle: selects items for raffle; coordinates pick-up and delivery of items; works with Home Tour Chairs to coordinate items to be displayed at homes; works with underwriting to solicit and promote sponsors; works with publicity to print tickets; manages pre-sales and sales during Home Festival weekend; oversees official raffle drawing

_____ **Raffle Assistant (1)** – Assists Raffle Chairs (above) in all duties. *This is a two-year commitment—this person will become Raffle Chair the following year.*

_____ **Raffle Underwriters (2)** – Assists Raffle Chairs (above). Also solicits items for raffle and coordinates with Underwriting and Publicity to promote sponsors

_____ **Raffle Home Captains (6)** – Assists Raffle Chairs (above). Oversees the volunteers at the homes during the Home Tour (volunteers are recruited by the Volunteer Chairs) and works at the homes during the Home Festival weekend (each captain oversees a home).

_____ **Underwriting Chair**

Coordinates solicitation of funds for annual Home Festival, including sponsorships for Home Tour, Raffle, Party and Silent/Live Auctions. Maintains sponsor database and monitors communication with sponsors. Establishes levels of sponsorship and advertising opportunities. Works with most other Committee Chairs on anything sponsor-related.

_____ **Underwriting Assistants (4)** – Assist Underwriting Chairs in all duties.

Publicity Chair

Oversees all aspects of publicity including media & public relations; advertising; signage and ticket design, production and sales. Along with other committee members establishes publicity plan, committee timelines and coordinates with each sub-committee to be sure all work is complete. Specific publicity knowledge is not necessary but is needed for sub-committees.

Media & Public Relations Coordinators (2) – Story writing, phone contacts and press releases for print and broadcast media. Marketing, PR, or journalism experience a plus, but not a necessity. One person is in charge of LECPTA-related PR, one person is in charge of Home Festival PR

Advertising Coordinator (1) – Determine placement of all paid advertising. Work with advertising company to have ad created.

Signage Coordinators (2) – Work with our existing sign inventory, determine which signs can be reused and any new signage needed for the upcoming home tour. Work directly with selected sign printer to get all new signs fabricated. Oversee the distribution of all car signage and yard signs to our membership. Oversee the installation of all banners and pole banners.

Printed Materials – Design and printing of tickets, save the date cards and posters. Work with our design company to determine poster design and the ticket book layout/text. Oversee the printing and distribution of Home Tour tickets within our organization as well as outside ticket vendors. You will have 2 volunteers to assist with poster placement.

Social Media (1) Coordinates Facebook, Twitter and Instagram accounts for LECPTA and Home Festival

Ad Sales (1) – Solicits advertising for web and eNEWS; works with those chairs accordingly

Candid Photographer – Attends all LECPTA events (or coordinates coverage) and photographs events; makes photos available in dropbox. These photos will be used to promote LECPTA to the public via the publicity committee.

Home Festival Party Chairs (2 people)

Oversees all aspects of party and all party board positions; coordinates location, theme, menu, and decorations; organizes the meetings with the sub-committees and sends out email reminders. Oversees all sponsor opportunities, including solicitation, collection and coordination with Publicity and Underwriting chairs. (At least one person in this position should be a Lakewood Elementary Parent.)

Reservations – Manages sales of Party and Candlelight tickets. Works closely with all Party committees and Home Tour Chairs and coordinates with Technical for use of software. Heavy computer work and emailing.

Party Publicity (2) – Oversees all publicity that relates to Party, including “spirit wear,” school flyers, promotional materials, etc. Coordinates with Publicity Chair, Underwriting Chair and Party Chair.

Party Signage Coordinator (2) – Designs, executes and works with local printers on all signage related to party. Works with Underwriting Chairs regarding sponsors. Sets up signs at party and breaks down signs at party.

Party General Assistants (5) – Various opportunities (stuff letters, pick up items, prepare bid packets, help with Party publicity, etc.)

Auction Chairs (2 people)

Oversees all aspects of auction and all auction board positions including Live Auction, Silent Auction and Technical.

____ **Auction Assistant** – Assists Auction Chair (above) in all duties. *This is a two-year commitment—this person will become Auction Chair the following year.*

____ **Auction General Subcommittee (5)** – Supports Auction Chairs, Live Auction Coordinator & Silent Auction Coordinator with solicitation of auction items and any other tasks as needed.

____ **Live Auction Coordinator**

Oversees all live auction activity including soliciting donations of bigger ticket items

____ **Class Art Project Coordinator** – Oversees all aspects of class art projects from concept, design, logistics, coordination with the school and students, etc. (Should be a Lakewood Elementary parent.)

____ **Live Auction Set-Up Coordinator** – Assists Live Auction Coordinator with setting up items at the party.

____ **Silent Auction Coordinator**

Coordinates mailings and makes follow-up calls as reply cards come in (which indicate requests for pickup, etc.); coordinates collection of items or donations

____ **Big Board Coordinator** – Oversees all aspects of Big Board auction items.

____ **Sign-Up Parties Coordinator** – Develops themes, solicits hosts and matches them with sponsors; provides write-ups for parties (Should be a Lakewood Elementary Parent.)

____ **Silent Auction Set-Up Coordinator** – Assists Silent Auction Coordinator with setting up items at the party.

____ **Technical Coordinator**

Oversees all aspects of the committee, sets up meetings with auction company, coordinates with auction manager, sends all solicitation letters out.

____ **Data Entry** – Enters all auction items into the auction company database and works with Technical Coordinator to download images for Big Board touch screens.

____ **Party Concierge** (formerly Check-In/Check-Out Coordinator)– Trains volunteers to check-in/check-out guests at the Party based on reservations list. This position is responsible for coordinating training with chosen auction company. Handles issues that may come up during the party regarding auction. *Needs to be prepared & available to work during the party.*

____ **Follow-Up** – Sends out all thank-you notes (for tax purposes), which go out in Jan./Feb.; Auction company wrap-up. Help to coordinate pick up and delivery of auction items.