

# OFFICIAL SELF-NOMINATION FORM

## Lakewood Early Childhood PTA 2012-2013 Board and Sub-Committee Positions

Return form by **Wednesday, January 18th:**  
Lori Volney  
6831 Clayton Avenue  
Dallas, TX 75214  
president@lecpta.org  
or bring to general meeting on Thursday, January 19th

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.

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*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 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. Assists with audit and tax return. Assists Preview Party committee with financial procedures and set-up. *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, copies and distributes minutes at 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.

\_\_\_\_ **Membership (2 people)**

Recruits new members year round, plans new member socials, collects dues and maintains membership records. Coordinates playgroups and mentors. *Access to computer with Excel required.*

\_\_\_\_ **Directory/Distribution Coordinator** – Compiles, prints and distributes membership directory. Maintains member email list; handles monthly electronic distribution of the newsletter; oversees requests from members to email the membership

\_\_\_\_ **Membership Coordinator** – Assists membership committee where needed, including playgroups, special interest groups, planning new member parties, and compilation/distribution of membership directory.

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

\_\_\_\_ **Programs (2 people)**

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

\_\_\_\_ **Childcare Coordinator** – Coordinates locations and sitters for childcare during meetings. Coordinates members' reservations and payments for childcare.

\_\_\_\_ **Social (2 people)**

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

\_\_\_\_ **Newsletter**

Compiles and distributes the quarterly newsletter. Solicits advertising for newsletter. *Access to computer required. Knowledge of publishing software a plus.*

\_\_\_\_ **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](http://www.lecpta.org) (related to membership activities) and [www.lakewoodhomefestival.com](http://www.lakewoodhomefestival.com) (fundraiser). Requires extensive interface with Home Festival chairs.

\_\_\_\_ **Assistant Webmaster** – Trains with current Webmaster to take over the following year. Fills in when Webmaster is unavailable.

# ***HOME FESTIVAL – HOME FESTIVAL – HOME FESTIVAL***

## **\_\_\_ Home Tour (3 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 Captains Coordinator** – Assists Home Tour with recruiting, training and supervising all Home Captains.

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

\_\_\_ **Home Tour Historian** – Researches the history of homes on the tour at local libraries. History may include information on the house itself, on the original owners, and on the neighborhood. This information will all be compiled into binders to be displayed during the home tour.

## **\_\_\_ Volunteer Administrator (1-2 people)**

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

## **\_\_\_ Market and Café (3 people)**

Solicits and selects vendors (artists, craftsmen and food vendors) to participate in our annual Market and Café. Maintains vendor mailing lists. Organizes and coordinates school staff and volunteers for event. Sets up Market and Café, decorates, and works with vendors to meet their needs. Coordinates vendor donations with Auction Chairs.

## **\_\_\_ Underwriting Chair**

Coordinates solicitation of funds for annual Home Festival, including sponsorships for Home Tour, Market and Café, Silent and Live Auctions, and Preview Party. Maintains sponsor database and monitors mailing to donors. Works with Live and Silent Auction committee regarding solicitation of auction donors. Establishes levels of sponsorship and advertising opportunities.

\_\_\_ **Underwriting Assistants (4)** – Assist Underwriting Chair in above tasks.

## **Publicity**

### **\_\_\_ 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 Coordinator** – Story writing, phone contacts and press releases for print and broadcast media. Marketing, PR, or journalism experience a plus, but not a necessity.

\_\_\_ **Advertising Coordinator** – 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 2012 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. You will have 2 volunteers to assist with the sign distribution and installation. Large SUV or truck a plus, but not a necessity.

\_\_\_ **Ticket Production/Sales Coordinator** – 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. You will have 2 volunteers to assist with ticket distribution and sales tracking.

\_\_\_ **Publicity Assistants (4)** – Distribute posters in October. Distribute yard signs in November. Assist with ticket distribution and sales tracking.

## Party & Auction

\_\_\_ **Party Manager** Oversees all aspects of party and all party board positions including Party Chair, Pre-Party Chair, Party Publicity and Party Underwriting.

\_\_\_ **Party Chair** Coordinates location, theme, menu, and decorations; organizes the meetings with the sub-committees and sends out email reminders. This position is also part of Lakewood Elementary's PTA Board and 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 Volunteer Coordinator** – Assists in securing volunteers from the school. (Should be a Lakewood Elementary parent.)

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

\_\_\_ **Pre-Party Chair** Coordinates all aspects of the kick off party (i.e., sports bar party '11, poker tournament '10) and Art Project "Preview Party" with Party Manager and Party Chair.

\_\_\_ **Pre-Party Assistant** – Assists Pre-Party Chair.

\_\_\_ **Party Publicity** Oversees all publicity that relates to Party, including t-shirts, newsletters, flocking, promotional materials, etc. Coordinates with Publicity Chair & Party Chair.

\_\_\_ **Party Publicity Assistant** – Assists Party Publicity Chair in above tasks.

\_\_\_ **Auction Catalog Coordinator** – Develops and prints Auction Catalog, including layout of ads.

\_\_\_ **Party Signage Coordinator** – Assists with all signage related to party.

\_\_\_ **Party Underwriting** Oversees all Underwriting opportunities developed by Party Committee. Includes solicitation, collection and coordination with Party Publicity and Festival Underwriting chairs. (Should be a Lakewood Elementary Parent.)

\_\_\_ **Auction Manager** Oversees all aspects of auction and all auction board positions including Live Auction, Silent Auction and Technical.

\_\_\_ **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.)

\_\_\_ **Fund-A-Need Coordinator** – Oversees all aspects of Fund-A-Need fundraising project from concept, logistics, coordination with the school, etc. (Should be a Lakewood Elementary parent.)

\_\_\_ **Live Solicitation Coordinators (3)** – Supports Live Auction Coordinator & Auction Manager with solicitation of live auction items.

\_\_\_ **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 from Market vendors.

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

\_\_\_ **Sign-Up Parties Coordinator** – Develops themes, solicits hosts and matches them with donated catering; provides write-ups for parties in the catalogue. (Should be a Lakewood Elementary Parent.)

\_\_\_ **Silent Solicitation Coordinators (3)** – Assists with solicitation of items for the silent auction.

\_\_\_ **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 Source, coordinates with auction manager, gets all solicitation letters out.

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

\_\_\_ **Check-In/Check-Out Coordinator** – Handle Early Party Check-in at the elementary school. Trains volunteers to check-in/check-out guests at the Party based on reservations list. (Last year we used Auction Source so they trained the volunteers, but would oversee these efforts.)

\_\_\_ **Follow-Up** – Sends out all thank-you notes (for tax purposes), which go out in Jan./Feb.; Auction Source wrap-up.