

The Goolsby Elementary School Parent Leadership Team (PLT)
Is now accepting nominations for the PLT Board and Committee Chairs
for the 2009-2010 school year

**Elections will take place at the May General Session meeting on
May 11, 2010 at 7:00pm.**

The following is a description of all the Officer positions and their responsibilities. Please note that all positions can be co-chaired. New officers are voted in every May for a one year term and a person shall not serve more than two consecutive terms in the same office.

OFFICER POSITIONS

PRESIDENT

Leads the PLT and all its members. Fulfills a leadership role for all PLT activities.
Develops agendas and presides over Board, Committee and Membership meetings.
Keep parents, teachers, principal and staff apprised of PLT activities and acts as a liaison between them.

1st VICE-PRESIDENT

Provides assistance to the President on any special projects or activities as needed.
Coordinates and plans monthly 'Dinner Night Outs' such as BJ's, Islands, McDonalds, etc...
Organizes and oversees all PLT sponsored plays and other cultural events such as Missoula Theatre.
Fulfills duties of President in his/her absence, as requested.

VP OF FUNDRAISING

Organizes and oversees all matters concerning the main fundraisers for the PLT with the exception of "A Night In Venice" event. This may include, Cookie Dough sales, Holiday Shop & catalog sales.
Fulfills duties of President in his/her absence, as requested.

VP OF MEMBERSHIP

Responsible for membership recruitment, retention and engagement throughout the year.
Coordinates membership campaigns, collects dues and maintains roster of PLT paid members.
Organizes and oversees all membership trainings as well as membership events.
Serves as a liaison between membership and the Executive Board and communicates key issues to all parties.

VP OF FINANCE

Coordinates with all Committees and Board Members to make deposits
Develops overall PLT budget and assists Committees with budget reports as needed.
Shall prepare or hire a professional CPA to file all necessary tax returns and documentation.
Shall be responsible for coordination with any outside accountant, auditor, or governmental entity for any audit or review
Shall comply with all applicable regulations, laws, and procedures to maintain exempt status for the organization.

TREASURER

Keeps records of all receipts and disbursement of monies and pays bills and reimbursements as needed.
Maintains all financial records using Quicken, prepares financial reports on a monthly basis and presents this at monthly Board and PLT meetings.
Shall comply with all applicable regulations, laws, and procedures to maintain exempt status for organization.

SECRETARY

Keeps written record and presents minutes of all meetings of the PLT and Board.
Keeps an updated copy of the PLT Bylaws, and Articles of Incorporation and Board signed monthly meeting minutes.
Shall ensure that all notices are given in accordance with these Bylaws.

COMMITTEE CHAIR POSITIONS

FUNDRAISING PROGRAMS

Coordinates all secondary fundraising programs such as Box Top collections, Target, Albertsons, VONS and Office Depot.

COMMUNITY SERVICE

Organizes all community service events. Such activities may include collections for our sister school, canned food drive and holiday baskets for families in need.

COPIES COORDINATOR

Responsible for copying and distributing PLT event flyers.

VOLUNTEER COORDINATOR

Responsible for organizing volunteers for PLT events & communicating with them regarding such events.

SPECIAL EVENTS

Responsible for organizing all Special events throughout the school year. This will include: "Donuts with Dad", "Goodies with Grandparents", "Muffins with Mom", Assisting Mr. Shenkberger / PE with Field Day and Assisting Mr. Shenkberger with "Trunk or Treat"

STAFF & STUDENT RECOGNITION

Organizes and oversees all staff and student focused events including: Welcome Back Staff Luncheon (2-5 days before school), Staff Birthday gifts, Holiday Gifts – Staff, Staff Appreciation Week activities, Treasure box, Assisting with Dare

TRAFFIC COORDINATOR

Organizes and Trains all volunteers for Traffic Duty. Communicates drop-off procedures with Goolsby parents.

BULLETIN BOARDS

Schedules and maintains the main bulletin board as well as the boards in the multipurpose room.

HISTORIAN

Takes photos at all school events and compiles them into an album/binder for future reference. Assists the administration with creating the school yearbook as well as sales and distribution.

SNACK-SHACK

Responsible for ordering snacks and supplies for Snack-Shack. Also, coordinates volunteers, stocks snacks/supplies weekly and counts & records cash earnings.

HOSPITALITY

Provides snacks at general membership meetings
Responsible for PLT birthday recognition
Support of PLT families in need

NEWSLETTER EDITOR

Responsible for creating and sending out monthly E-Newsletter using Constant Contact
Coordinates with President and committee chairpersons information to be added to newsletter.

WEBMASTER

Responsible for maintaining PLT website.
Coordinates with President and committee chairpersons information to be added to website.

If you are interested in holding any of the above PLT Officer or Committee Chair positions, please fill out the information below and place this form in the PLT Nomination Box in the main office. (Please note all nominees must be paid PLT members in good standing in order to run for office.) You may nominate yourself or someone else who may be interested. All nominations must be in by May 4, 2010. All Nominees will be notified 1 week prior to the election and are required to be present on election day.

Elections will take place at the May General Session meeting on May 11, 2010 at 7:00 pm.

Thank you for your support!!

Name: _____ Position: _____

Phone(s): _____

Email: _____

If you are **not interested** in holding an officer position or chairing a committee, but would still like to volunteer as a member of a committee, please let us know your area of interest below.
