

V O L N T E E R

to lead our 2019-20 Duff PTA.

All that's missing is U !

It takes a dedicated team to **make every child's potential a reality**. Duff PTA serves a vital role bringing students, families, and educators together, and our service improves the educational experience and quality of learning for our children. We need Moms, Dads, Grandparents, Aunts, Uncles - anyone who cares about Duff Elementary and our students – to help lead that effort!

On the attached sheet you will find a list of all of the 2019-20 Duff PTA Board positions and descriptions. Place a check in the boxes where you are willing to serve in the upcoming academic year. If you are willing to serve in more than one capacity, please rank order the positions by placing a number in the box next to the position.

***YOU MAY ALSO COMPLETE THIS FORM ONLINE AT: <http://bit.ly/DuffBoard1920>**

Please return the **"2019-20 Duff PTA Board Positions"** form to your student's teacher (or place in the "PTA Box" in the main office) no later than Monday, February 11th.

The Duff Nominating Committee is currently slating the 2019-20 officers, to be elected by the PTA membership on March 7th. Contact Stacie Farr at sfarr@aisd.net with any questions.

Anyone seeking a position on the 2019-20 Duff PTA Board must submit a willingness to serve form.

Duff Elementary PTA

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**Parents, Grandparents, Aunts and Uncles make the difference.**

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Please Volunteer!!! Your school needs YOU!

Listed below are brief descriptions of the Duff PTA Board positions. Please indicate any position(s) you are interested in and return this form to your child's teacher or place it in the PTA Box in the Main Office by Monday, February 11th! If you are interested in more than one position, please rank order them by putting a number in the box next to the position.

Name: _____ E-mail: _____

Home Phone: _____ Cell Phone: _____

Please circle your preferred method of contact

- President *** – Coordinates the work of the officers and committees; presides over all meetings of the association; appoints the historian and the parliamentarian; appoints chairmen of special committees subject to approval of executive board; represents the local unit as a delegate to the Council.

Membership

- 1st VP Membership *** – Coordinates the annual membership drive; promote activities of and encourage membership in the Duff PTA; arrange for necessary officers and chairmen training; maintain updated records of membership; acts as aide to the President and assists at the executive committee meetings and general PTA meetings.
- Devotional/Sunshine *** – Arranges for a short inspirational thought or devotion at the beginning of PTA meetings. Display the American Flag and arrange for the Pledge of Allegiance at all general meetings.
- Awards & Scholarships** – Oversees all awards approved by the Duff PTA and is responsible for distribution of forms and bestowing the awards. (Winter to early Spring)

Programs

- 2nd VP Programs *** – Oversees program planning for the association. Coordinates a suitable program at each general meeting and when needed. Schedules one or more assembly for the benefit of all students during the school year.
- Arts In Education** – Responsible for promoting programs that emphasize literature, art, music and other forms of creative expression. Coordinates the PTA Reflections Program (Fall); Promote and execute procedures for any programs/contests that are offered and set forth by the AISD, Area, State, and National PTAs.
- Birthday Club** – Responsible for recognizing Duff students for their birthdays.
- BooHoo/YaHoo Breakfast** – Responsible for organizing a continental breakfast on the first day of school for all Duff parents.
- Duff Dads Club *** – Responsible for overseeing and organizing the activities of the Duff Dads Club. Activities in the past have included decorating the courtyard for Reading Under the Stars, decorating a float for Arlington Parade of Lights, and holding the annual Mustangler Fishing Tournament.
- Family Picnic** – Organizes the Duff Family Picnic (Spring).
- Giving Tree** – Communicate with teachers and PTA regarding classroom needs.
- MustANGLER Fishing Tournament** – Coordinates the annual MustANGLER Fishing Tournament and Awards. (Spring)
- Reading Under the Stars** – Organizes Reading Under the Stars Night. (Spring)
- Sneak A Peek** – Organizes the Duff Sneak-A-Peek and family picnic before school begins in August.
- Sock Hop** – Organizes the annual Sock Hop/Decades Dance. (Fall)

Fundraising

- 3rd VP Fundraising *** – Serves as chairman of the Budget and Finance Committee to develop a financial plan for procuring and allocating funds for the year; oversees purchasing of budget items.
- Auction** – Coordinates the procuring and sale of items for the Silent Auction to be held at the Duff Dinner. (Spring)
- Book Fair** – Coordinates one week fair. (Fall and Spring)
- Carnival** – Coordinates Carnival activities to include food concessions, booths, entertainment, etc. (Fall)
- Duff Dinner** – Coordinates the annual dinner usually held in conjunction with the Duff Auction (Spring)
- Gingerbread Store** – Coordinates student holiday shopping store. (December)
- Field Day** – Plans and carries out concessions for the year-end field day. (Spring)
- Fundraisers *** – Coordinate fund raisers deemed necessary throughout the year to promote objectives of the PTA budget.
- Fun Run** – Coordinates the annual school fun run. (Spring)
- Spirit Items *** – Coordinates the sale of t-shirts, sweatshirts, and other spirit items. (Summer and Fall)

Communications

- 4th VP Communications *** – Coordinates communication between home, school and the community via email, social media, or student notebooks. Submits articles/pictures to newspapers. Responsible for Duff PTA email, social media accounts, website, and getting PTA information on the school marquee.
- Duff Directory** – Coordinates, designs and publishes the student directory in the fall. (Summer to early Fall)
- Historian *** – Responsible for compiling a record of events and activities to be presented as the official history to the general body of the PTA. This history book is to be presented to the Arlington Council of PTAs in the spring and then kept in a secure location at Duff.
- Newsletter *** – Coordinates the preparation and printing of the newsletter each six weeks.
- Photographer** – Documents PTA Functions and meetings with photographs.

Campus Volunteers

- 5th VP Volunteers*** – Assists the principal in procuring any volunteers for services that are needed, in accordance with AISD guidelines and policies.
- Beautification *** – Coordinates school campus improvements with the principal.
- PTA Information Packet Coordinator** – Generates, distributes, and collects PTA packet information at beginning of school year and then compiles the information and redistributes completed forms to the appropriate chairs and all monies to the treasurer. (Summer to early Fall)
- Room Representative** – Coordinates with faculty in procuring room representatives and a lead representative for each grade level; meet with room representatives explaining the state, district, and school rules pertaining to activities, parties, and nutrition.
- Work Room Coordinator *** – Coordinate with the lead room representatives, teachers, and staff in providing volunteers to complete tasks necessary that are associated with the work room.

Hospitality

- 6th VP Hospitality *** – Responsible for developing a spirit of friendliness and warmth at each PTA meeting by providing refreshments and other activities as planned.
- Faculty Courtesies** – Coordinates special activities of appreciation that honor or recognize the faculty, staff, and crossing guard throughout the year. Activities are such as but not limited to: Secretary’s Day, Counselor’s Day, Nurse Appreciation Day, Birthdays, and other days of appreciation.
- Holiday Party and Installation Dinner** – Coordinates two PTA Board special events, the Holiday Party (winter) and Installation Dinner (spring).
- Teacher Appreciation Luncheons** – Coordinates back to school luncheon for teachers and teacher appreciation luncheon.

Child Welfare

- 7th VP Child Welfare *** – Responsible for providing programs, projects, and services to promote good physical and mental attitudes, health education, and illness prevention. Works with the school counselor to provide appropriate activities and dissemination of approved materials.
- Alternative Curriculum Room Representative (2 representatives are needed)** – Coordinates with the Alternative Curriculum teachers in planning and executing classroom parties.
- M.O.O.S.E. Binders** – Responsible for sourcing, assembly, and distribution of M.O.O.S.E. binders.
- School Supplies *** – Coordinates the annual school supply sale.
- Student Appreciation** – Coordinates with the Duff Faculty and Staff to facilitate student appreciation week.

Additional Officers/Delegates

- Secretary *** – Keeps an accurate record of all meetings of the association and provides copies of minutes and meeting agendas.
- Treasurer *** – Responsible for all the funds of the association; maintains books of account; makes all deposits and disbursements as authorized in accordance with the budget; provides treasurer’s report at each executive board and general PTA meeting. Chair of the Budget Committee.
- Parliamentarian *** – Responsible for advising on matters on parliamentary procedure; reviews and revises bylaws and standing rules.
- PTA Council Delegate** – Represents Duff by attending monthly AISD PTA Council meetings and submits a report of council activities to the executive board. (3 Representatives are needed)

If none of these positions interest you, but you are interested in being part of the team, please tell us how you might be able to help: _____

President, Vice-Presidents, Secretary, Treasurer, and Parliamentarian are officers of the Duff PTA. Nominees for officer positions (underlined), with the exception of the parliamentarian, will be presented at the March 7th General PTA meeting for a voice vote. All other positions will be decided upon by the new Executive Board at a later date.

All Board members are required to be members of the local Association, attend Leadership Orientation Training, attend meetings of the Association, deliver to successor all position materials, sign ethics/conflict of interest policy and abide by policies and procedures outlined by Texas PTA and this Association.

Duff Elementary PTA



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* Denotes that the individual holding that position is also a member of the Duff PTA Executive Board and is required to attend all Executive Board Meetings