

Please return the bottom of this form to the Linden Hill Office c/o THE LHE PTA NOMINATIONS COMMITTEE by May 4th to be eligible to be slated. Floor nominations will also be accepted at the May meeting when elections will be held.



Linden Hill Elementary PTA Executive Board Position Descriptions –

President –

- ❖ Presides at all meetings of this local PTA;
- ❖ Serves as an ex officio of all committees except the Nominating Committee;
- ❖ Coordinates the work of the officers and committees of this local PTA in order that the purposes may be promoted;
- ❖ Attends DPTA Board of Manager's meetings.
- ❖ Attend DPTA Annual Conference and any trainings and/or workshops offered; and
- ❖ Performs such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Committee.

Vice President ** –

- ❖ Acts as aide to the President;
- ❖ Performs the duties of the President in the President's absence or inability to serve;
- ❖ Attends DPTA Annual Conference and any trainings and/or workshops offered; and
- ❖ Performs such other duties as may be provided by these bylaws, prescribed by the parliamentary authority, or directed by the President, or the Executive Committee.

Secretary –

- ❖ Records the minutes of all meetings of the Linden Hill Elementary PTA;
- ❖ Makes sure that can read the records of any previous meetings;
- ❖ Files all records;
- ❖ Prepares minutes for membership and PTA meeting attendees for each Linden Hill Elementary PTA meeting;
- ❖ Keeps a current copy of the bylaws;
- ❖ Maintains a membership list;
- ❖ Sends communications to communicate upcoming activities for the month to Principal/Vice Principal
- ❖ Maintains Linden Hill Elementary PTA website, Facebook, Twitter, etc. accounts
- ❖ Communicates upcoming activities to Linden Hill families via Facebook, Twitter, etc. accounts
- ❖ Attends DPTA Annual Conference and any trainings and/or workshops offered; and
- ❖ Performs such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by President, or the Executive Committee.

Treasurer –

- ❖ Collects all monies and deposit in the PTA bank account. Record deposit slip with applicable Committee Chairperson signature on deposit slip in absence of the Treasurer, the President or Vice President may collect and deposit monies;
- ❖ Have checks and vouchers signed by two people, the Treasurer and one other Executive Board member (the President, if possible);
- ❖ Prepares monthly Treasurer's Report and bank reconciliations to the Executive Board and at general membership meetings;
- ❖ Keeps accurate records of all receipts which are to be kept in a binder as they are property of the PTA. This binder should be available for inspection/review by any Executive Board member at any time. This binder must also be passed onto newly elected Treasurer;
- ❖ Submits the books annually for an audit or auditing committee selected by the Executive Board or a licensed professional by July 31st;
- ❖ Reports the findings of the annual audit to the Executive Board and general membership;
- ❖ Maintains continuous and direct communication with the President and Executive Board regarding the finances of this local PTA;
- ❖ Works with the President to complete and forward all required tax forms and insurance forms to appropriate agencies;
- ❖ Attends DPTA Annual Conference and any trainings and/or workshops offered; and
- ❖ Performs such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by President, or the Executive Committee.

Director of Fundraising * –

- ❖ Oversees the fundraising committees;
- ❖ Ensures fundraising activities are reviewed, approved, coordinated, and scheduled appropriately;
- ❖ Acts as primary liaison between any Fundraising Committee Chairpersons and the Executive Board;
- ❖ Attends DPTA Annual Conference and any trainings and/or workshops offered; and
- ❖ Performs such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by President, or the Executive Committee.

Director of Student Services * –

- ❖ Oversees the activities of committees pertaining to student activities and services, such as school pictures, yearbook, post office, family activities, etc.;
- ❖ Ensures that student-related activities are reviewed, approved, coordinated, and scheduled appropriately;
- ❖ Acts as primary liaison between the Student Services Committee Chairpersons and the Executive Board;
- ❖ Reports on student related activities via a written report at monthly PTA meetings;
- ❖ Attends DPTA Annual Conference and any trainings and/or workshops offered; and
- ❖ Performs such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by President, or the Executive Committee.

Director of School Support * –

- ❖ Oversees the activities of committees pertaining to school support, such as staff appreciation, website, welcome back social, etc.;
- ❖ Ensures that school support activities are reviewed, approved, coordinated, and scheduled appropriately;
- ❖ Acts as primary liaison between the School Support Committee Chairpersons and the Executive Board;

- ❖ Reports on school support related activities via a written report at monthly PTA meetings;
- ❖ Attend DPTA Annual Conference and any trainings and/or workshops offered; and
- ❖ Performs such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by President, or the Executive Committee.

Membership Chairperson * –

- ❖ Sets attainable membership goals for the year;
- ❖ Develops a membership theme, if appropriate;
- ❖ Creates a year-long calendar of membership events, include due dates set by Council and direct PTAs for remittances, and for awards and incentive;
- ❖ Develops a budget to support your membership plan projects and events;
- ❖ Keeps accurate membership records and submit written reports to the Board, membership, and DPTA;
- ❖ Attends DPTA Annual Conference and any trainings and/or workshops offered; and
- ❖ Performs such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by President, or the Executive Committee.

Advocacy/Legislative Chairperson * –

- ❖ The local unit Advocacy/Legislative Chairperson represents members at DPTA's Annual Legislative Day in Dover (usually in May), where DPTA offers training and the statewide legislative platform is decided;
- ❖ Works to inform members about issues;
- ❖ Helps local unit PTA members determine the statewide platform;
- ❖ Empowers members to discuss local advocacy issues and helps members speak up when it matters most;
- ❖ Attends Red Clay School Board meetings and reports to the Executive Board, as well as, a verbal report during PTA meetings;
- ❖ Attends DPTA Annual Conference
- ❖ Performs such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by President, or the Executive Committee.

**Title pending approval of proposed bylaws. Currently the approved positions go by the names – President, Vice President, Treasurer, Secretary, 1st Vice President, 2nd Vice President, 3rd Vice President, and 4th Vice President*



Linden Hill Elementary School PTA Membership Application
Join Today! Your Involvement Counts!

5 Reasons to Join the PTA

1. *Benefit your child!* - Research shows that children perform better when parents are involved both at home & school.
2. *Get connected!* - There is no better way to know what's happening at school.
3. *Tap into a network!* - PTA connects you to other parents & teachers through meetings, events, & communications, helping to build a sense of community.
4. *Be a role model!* - By becoming a PTA member, you'll be demonstrating to your child the importance you place on education.
5. *Witness improvement!* - By getting involved in the PTA you'll be part of the solution - helping to make positive changes.

Every year the LHE PTA supports a wide variety of activities that directly benefit your children and our school. Just a few of these endeavors include organizing the Welcome Back Social, family activities, and end of year activities. We support the LHE staff through special staff appreciation events and provide LHE teachers and staff who join the PTA with a monetary donation to enhance their classrooms.

Although we welcome all offers of help, **becoming a member does not require you to attend meetings or to volunteer.** Regardless of your participation, your membership dollars help to support your children at school through the PTA programs. It also gives you a voice in the LHE and Delaware PTAs (www.dpta.org) and gives you access to various member benefits provided by the National PTA (www.pta.org). Please consider becoming a member today by sending in your payment with the membership form. Remember, all donations beyond the membership fee are tax deductible.

We appreciate the continued support received by the families at Linden Hill!



Memberships

- Individual - \$10
- Teacher/Staff - \$10
- Household - \$15

**** Additional Donation in the amount of \$ _____**

Make check or money order payable to **LINDEN HILL PTA.**

Complete & detach this form & return it with payment in an **envelope marked "PTA MEMBERSHIP."**

** Any additional donation will be used by the Linden Hill PTA.**

For questions, please contact Eileen Arick at e.arick@yahoo.com.

PLEASE PRINT

First Name _____ Last Name _____ Male Female

Email Address _____ Phone # _____

Additional Member's Name _____ Male Female

Email Address _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Student's Name _____ Teacher/Rm# _____

Student's Name _____ Teacher/Rm# _____

Student's Name _____ Teacher/Rm# _____

Why Join the PTA? **Make a Difference in YOUR Child's Education.**

Children Benefit

Research shows that children perform better when parents are engaged in education both at HOME & at SCHOOL. Parental involvement boosts student achievement. By joining the PTA, your child will see firsthand the importance you place on education. PTA is the largest child advocacy organization in the country & advocates for ALL children.

Schools Benefit

PTA provides support for administrators & teachers. PTA strives to create a positive & caring atmosphere in the school. PTA addresses issues that are important to parents & public school administrators. PTA partners with a variety of programs that enhance schools. They advocate for funding & issues that affect various aspects of education & students' well-being.

Make Connections

PTA involvement helps you stay connected with the school & allows you to gain a broader perspective of how you can play a supportive role. You also make connections with other parents, business partners, & agencies that share a common goal of student achievement. Working together helps build a stronger foundation for students to grow & thrive. PTA can be a way for you to more effectively suggest change at your child's school.

It's Good For You

Volunteering with your PTA allows you to contribute your skills & knowledge for the benefit of not only your child, but for your school community, PTA can help you gain expertise as a leadership volunteer, build your resume, & make friends.