

Lakewood PTA Board Nominations 2011-2012

PTA Board Members...

- ...positively affect your child's educational experience.
- ...stay informed of the latest and greatest information about Lakewood.
- ...meet other parents and become valuable resources of information.
- ...create lasting memories for their children and themselves.

Sound good? Any parent can serve on the PTA Board, just complete the form. Write 1, 2, and 3 next to your favorite positions. Place in the **PTA mailbox** in the office by **Thursday, March 10th**. A PTA Nominating Committee member will contact you regarding your interest. Thank you for your interest in serving. **Questions?** Michele Matney at 214-824-6424 or michele.matney@sbcglobal.net. (Specific job descriptions available in the PTA directory).

Name: _____

Email: _____

Phone: _____

Student(s) name and current grade: _____

President	Halloween Carnival
Vice-President	Spring Carnival
Recording Secretary	Spring Carnival Assistant
Corresponding Secretary	Newsletter
Treasurer	Media/Lakewood Website
Treasurer's Assistant	JL Long Liaison
Historian & Council Delegate	Woodrow Liaison
Grant Writing	LECPTA Liaison & Auction Party Chairperson
Membership	Volunteers
Directory	Library/Book Fair
Memory Book	Volunteer Tutors
Room Reps PK-2	Beautification
Room Reps 3-5	Environment Education/LOLA Liaison
Programs/Courtesy & Inspiration	School Brick Program
Hospitality	Cultural Arts/Share the World
Social Suppers	Reflections
Safety and Youth Protection	Young Writers/Expressions
Legislative	Orientation/Roundup
Health	Staff Appreciation
Family Education	School Supplies
Fundraising	Incentives
Fundraising/Spirit Store	School Tours
Fundraising/Box Tops	Faculty Representative

RULE II

DUTIES OF STANDING COMMITTEES

DEPARTMENT OF ORGANIZATION

1. The MEMBERSHIP COMMITTEE shall conduct an enrollment campaign from August through May and shall compile an alphabetical membership list for the yearbook chairman, treasurer and State PTA office.
2. The DIRECTORY COMMITTEE shall compile all data for the directory and have it printed and ready for distribution to all paid members at the November meeting.
3. The MEMORY BOOK COMMITTEE shall plan, publicize, organize, and distribute the Memory Book.
4. The ROOM REPRESENTATIVE CHAIRMEN (one for PK-3 and one for 4-6) shall secure room representatives for each class in the school. Room Representative Chairmen shall be responsible for contacting each of the class representatives regarding meetings and other functions sponsored by the PTA. This committee shall meet at least once a year and whenever it is necessary to further cooperation between the parents and the school. Room Representatives must be members of the association. They shall be responsible for cooperating with the teachers in carrying out plans for children's parties approved by the PTA and the school. A room representative shall communicate with every parent in the class when necessary.

DEPARTMENT OF PROGRAM SERVICE

1. The PROGRAM COMMITTEE shall plan and present the year's programs for approval of the executive board at its September meeting. The Program Chairman shall be responsible for writing "thank you" notes to all speakers.
2. The HOSPITALITY COMMITTEE shall have charge of all refreshments for the association's social activities. This will include the securing of hostesses for the executive board meetings.
3. The COURTESY AND INSPIRATION COMMITTEE shall make the necessary arrangements for each regular meeting. They shall also be responsible for securing flag ceremony participants and inspirations for both the executive board and the general meetings. Student and teacher participation shall be encouraged.
4. The SOCIAL SUPPERS COMMITTEE shall coordinate the annual family supper and other social functions supported by the organization, including the holiday and year end board parties.

DEPARTMENT OF SAFETY AND YOUTH PROTECTION

1. The SAFETY AND YOUTH PROTECTION COMMITTEE shall investigate and recommend methods of improving unwholesome conditions which surround our youth and promote the safety and welfare of children in the home, school, and community. These efforts shall be coordinated with the school counselor. Responsibilities shall also include Safety Town and annual bus and bicycle safety programs.
2. The LEGISLATIVE COMMITTEE shall keep the association informed of legislation affecting children and youth and submit resolutions toward carrying into effect recommendations and amendments referred by and to said committee.
3. The HEALTH COMMITTEE shall work with the school nurse, coordinate the clinic volunteers and promote health programs as necessary.

DEPARTMENT OF EDUCATION

1. The FAMILY EDUCATION COMMITTEE shall organize and arrange for all parent education courses arising from the needs of the membership.
2. The STAFF APPRECIATION COMMITTEE shall coordinate activities to show appreciation to the faculty and staff throughout the school year.
3. The INCENTIVES COMMITTEE shall coordinate the student incentive program.
4. The SCHOOL SUPPLIES COMMITTEE shall organize the order, purchase, and distribution of school supplies to students who place an advance order in the spring.
5. The ORIENTATION AND ROUND-UP COMMITTEE shall be responsible for the planning and implementation of activities related to the introduction of students and parents to Lakewood Elementary. These efforts will be coordinated with the school principal.
6. The ENVIRONMENT EDUCATION COMMITTEE shall coordinate environmental activities, promote environmental awareness and shall facilitate the activities associated with the Lakewood Outdoor Learning Area (LOLA).

DEPARTMENT OF FINANCE

1. The BUDGET AND DISBURSEMENT COMMITTEE shall survey the financial needs of the organization and submit a budget for approval at the first general meeting. Any funds raised in excess of the adopted budget shall be available to disburse for the benefit of the school based on the recommendations of this committee. The committee shall also have the ongoing responsibility of reviewing purchases made with PTA monies for the school. This committee shall include the President, Immediate Past President, Treasurer, Immediate Past Treasurer, Principal, and such other members as may be appointed to the committee.
2. The FUNDRAISING COMMITTEE shall plan ways and affect means for financing the work of the association.
3. The CARNIVAL COMMITTEE shall organize the annual school carnivals.

DEPARTMENT OF COMMUNICATION

1. The NEWSLETTER COMMITTEE shall compile, edit, print, and distribute a monthly PTA bulletin to all patrons of the school.
2. The MEDIA COMMITTEE shall be responsible for all public relations between the school, community, and media; this includes the message sign in front of the school and the PTA sponsored website.
3. The JL LONG LIAISON shall keep the association informed of the activities of JL Long Middle School. The Liaison shall promote the activities of JL Long Middle School to the association and facilitate schedule coordination between JL Long Middle School and Lakewood Elementary.
4. The WOODROW WILSON LIAISON shall keep the association informed of the activities of Woodrow Wilson High School. The Liaison shall promote the activities of Woodrow Wilson High School to the association and facilitate schedule coordination between Woodrow Wilson High School and Lakewood Elementary.
5. THE LECPTA LIAISON shall keep the association informed of the activities of Lakewood Early Childhood PTA. The Liaison shall facilitate coordination between Lakewood Elementary and LECPTA in support of the annual home tour event.

DEPARTMENT OF VOLUNTEER SERVICE

1. The VOLUNTEER COMMITTEE shall coordinate the recruitment and training of school volunteers and work with both the PTA and the school to fulfill volunteer needs. They shall work in cooperation with the DISD volunteer office and keep a record of all volunteer hours.
2. The LIBRARY COMMITTEE shall work with the librarian to coordinate the library volunteer program, the Reading is Fundamental Program, and work in conjunction with the Volunteer Chairman to coordinate volunteers during the Book Fair.
3. The VOLUNTEER TUTORING COMMITTEE shall recruit and train volunteer tutors and work with the school staff to fulfill student tutoring needs.
4. The BEAUTIFICATION COMMITTEE shall plan and implement school beautification projects.
5. The SCHOOL TOURS COMMITTEE shall coordinate the scheduling of school tours for prospective students and families.

DEPARTMENT OF CULTURAL ARTS

1. The CULTURAL ARTS COMMITTEE shall cooperate with the school staff to encourage cultural enrichment. They shall be responsible for securing funding for the supplemental art program and coordinating the implementation of the supplemental art program.
2. The REFLECTIONS COMMITTEE shall coordinate the schools participation in the annual PTA sponsored Reflections program.
3. The YOUNG WRITERS COMMITTEE shall cooperate with the school staff to encourage writing enrichment. They shall also secure funding, plan, publicize, organize, and distribute the annual publication of a collection of written works by the students of Lakewood Elementary.