

Lyon/PR PTA Nominating Process
2017-18 PTA Board Self-Submission Form
Due Date: March 17, 2017

The primary objective of the parent-led Lyon/PR PTA is to enrich our children's educational experiences by providing our schools with funds, programming, and resources. We encourage you to consider submitting your name for a Board role. Please:

- Review the open Board position descriptions on pages 2-3
- Place a check mark next to the positions you are interested in on this form
- Consider talking to PTA members who occupy or have occupied positions of interest
- Return your completed form to the PTA mailbox or Sharon Bux, PTA Nominating Chair, via sharonbux@yahoo.com no later than March 17, 2017

YOUR NAME: _____

EMAIL: _____ PHONE NO: _____

Open Board Positions:

- | | |
|-------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Art Enrichment | <input type="checkbox"/> Parent Education |
| <input type="checkbox"/> Benefit | <input type="checkbox"/> PTA Grants |
| <input type="checkbox"/> Book Fair Assistants – Fall (Lyon) | <input type="checkbox"/> Staff Appreciation |
| <input type="checkbox"/> Book Fair Assistants – Spring (PR) | <input type="checkbox"/> Student Needs Liaison (Lyon) |
| <input type="checkbox"/> Electronic/Paper Directory | <input type="checkbox"/> Student Needs Liaison (PR) |
| <input type="checkbox"/> Environmental Team | <input type="checkbox"/> Troops Project |
| <input type="checkbox"/> Fifth Grade Picnic | |
| <input type="checkbox"/> International Night Assistant(s) | |
| <input type="checkbox"/> Literature Alive | |
| <input type="checkbox"/> Membership Database | |

REASONS FOR INTEREST (including skills, talents and /or experience):

Thank you for your submission!
A member of the Nominating Committee will follow-up with you in March.

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2017-18 PTA Open Board Position Descriptions

Open Board Positions:

Art Enrichment (1-2)

The art enrichment chairperson coordinates the presenting of artwork to each classroom throughout the year at both schools and shall facilitate all other art enrichment programs and increase art appreciation in the schools.

Benefit (1-2)

The benefit chairperson(s) will plan the annual fundraising event.

Book Fair Assistants, (1-2) Pleasant Ridge, (1-2) Lyon

The book fair assistants shall act as aides to the book fair chairs, and will serve as the book fair chairperson(s) the following year.

Electronic/Paper Directory (1-2)

The directory chairperson(s) will be responsible for the school directory.

Environmental (1-2)

The environmental chairperson(s) will coordinate environmental activities at both schools. This chairperson will also work in coordination with the Outdoor Educational Gardens at Pleasant Ridge.

Fifth Grade Picnic (1-2)

The fifth grade picnic chairperson(s) will work with the Pleasant Ridge principal and staff to plan and staff the fifth grade, end-of-the-year picnic.

International Night Assistants (1-2)

The International Night assistant shall act as aide to the International Night chairperson(s) who are responsible for planning and coordinating International Night, held in the Fall at Pleasant Ridge. The assistant will serve as the chairperson the following year.

Literature Alive (1-2)

The Literature Alive chairperson(s) leads the literary celebration held in the Spring at Pleasant Ridge during the spring book fair.

Membership Database (1)

The membership database chairperson will coordinate the data entry of all PTA membership, volunteer form data, and parent e-mails into an appropriate database. This information will be distributed as needed to the appropriate event chairs and Executive Board.

Parent Education (1)

The parent education chairperson will work to communicate information regarding educational programs and opportunities to the parent community, and shall work with the President to help plan speakers for general PTA meetings throughout the year.

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PTA Grants (1)

The grant chairperson will lead the process that includes reviewing requests made by teachers and staff and recommending expenditures of PTA funds for the benefit of both schools. Previous PTA Executive Board experience is a prerequisite for this position.

Staff Appreciation (1-2)

The staff appreciation chairperson(s) will work to recognize the efforts of the teachers and staff at the schools on behalf of the PTA. This will include special recognition at both schools during Teacher Appreciation Week in the spring and at the end of the school year.

Student Needs Parent Liaison, (1) Pleasant Ridge, (1) Lyon

The student needs parent liaison, an advocate for inclusion opportunities and awareness, is a contact for parents who need help with managing and understanding any issues relating to student issues and challenges, and offers assistance with transition and support to new and existing families.

Troops Project (1-2)

The troops project chairperson(s) oversee the collection of care package items for our troops in the Spring at Lyon and PR.