



Lomita Magnet Families - we need your help!

It's time for us to plan ahead and fill the positions for next year's Lomita Magnet PTA Board. Listed below are outlines of the positions available. All positions are open.

By participating in the PTA Board, you have the opportunity to actively participate in the planning of school events and make an impact on your child's elementary school experience. Our school needs you!

While positions do require a commitment, they are also so rewarding. Our students are amazing. Our teachers are so much fun. The time you spend with the PTA is so important. Without your help, we will not be able to offer all events, programs and services next school year. Anything you can do to help our school and our students is welcome and very much appreciated.

If you are interested in being a part of the PTA board or if you know someone who would be a great fit for one or more of the open positions, please email your nominations to president@lomitamagnetpta.org.

Thank you so much ♥

PTA Executive Board 2023-2024 Job Descriptions

President:

- organizes and facilitates the various PTA meetings throughout the year (is a neutral, non-voting member at these meetings)
- is generally the 'point' person for communicating with the Principal, board members and school office manager, and therefore has first-hand information regarding any changes or issues related to the school
- has direct input on how the PTA spends its funds

Vice President:

- assists the president and performs the duties of the president if the president is absent or unable to serve
- participates in executive board meetings and provides input for decisions
- oversees committees, trains committee chairpeople, and helps recruit committee members when needed

Treasurer:

- performs all financial accounting of the PTA including its membership fees and program profits
- receives and deposits money and disburses it according to the approved yearly budget
- presents a proposed budget for approval at the first General Meeting and closes the books at the end of each year
- files tax returns and other government forms- with assistance of an Auditor if needed
- the past Treasurer serves in an advisory capacity to the newly elected Treasurer when needed

Secretary:

- reminds board of upcoming meetings through email and collects agenda items
- prepares and photocopies agenda for meetings
- brings sign in sheet to meetings to record members present at meetings
- brings up previous months agendas at meetings for approval
- takes notes at meetings of important points and then types those out in a set format and distributes through email to board
- looks over bank statements to verify input/output of expenses

- keeps a print-out copy of all agendas and minutes in binder

VP of Programs:

- makes room reservations for PTA events and after school programs.
- manages chairs for each of the program committees
- provides support for program chairs and their volunteers throughout the year. Committee chairperson positions listed below.

VP of Membership:

- encourages families to sign up for the PTA (usually with a membership drive) by raising awareness about the benefits of PTA membership to the school, as well as to students and their families
- has a presence at the Back to School Open House and Back to School Breakfast to provide parents with information about PTA membership
- develops Member benefits package and distributes Membership cards

VP of Volunteers:

- works with the PTA president, event chairs, and teachers to coordinate volunteer assignments at the school
- collaborates with other PTA board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at school as volunteers
- maintains contact with volunteers to promote all volunteer opportunities
- oversees volunteer recruitment, training and assignments

VP of Fundraising:

- recruits and coordinates with committee owners who support fundraising – Box Tops for Education
- manages fall & spring fundraisers
- works with the Treasurer to track and validates fundraising budget line items
- provides tax documentation to donors, where applicable, for charitable contributions made to the PTA
- coordinates with the Communications Chair to update the PTA website on all fundraising activities and affiliate promotions

Additional positions available - appointed by the newly elected President. You may hold multiple positions/chair multiple committees. Let us know if you are interested in any of the positions listed below:

- Parliamentarian - ensures the by-laws are up to date and meetings stay on task
- Historian - reports on events to the District once a year
- Hospitality - organizes and sets up refreshments, food, decorations, and baby-sitting for PTA meetings and events
- Art Design and Marketing - designs flyers, posters, marketing materials for PTA
- Communications - maintains social media postings, sends emails as needed
- Donations - seeks out companies for donation and grant opportunities, distributes donation and thank you letters to donors for all grants, in-kind and monetary donations.

COMMITTEE CHAIRS

- Campus Beautification - promotes and coordinates 2 yearly campus beautification days
- 5th Grade Coordinators (2) - coordinates 5th grade activities
- Book Fair - coordinates volunteers and book fair set-up twice a year
- Pledge Drive Coordinator - coordinates fundraisers such as Spell-a-thon and Read-a-thon
- Red Ribbon Week - coordinates activities for week-long campaign to promote drug abuse awareness (October)
- Reflections Art Competition - coordinates submissions, judging, and awards for the National PTA Reflections Art Competition
- Read Across America - coordinates activities for week-long celebration of reading (Dr. Seuss Week) (February-March)
- Community Events - coordinates events such as Trunk-or-Treat, movie nights, other festivals
- Boutiques - coordinates Holiday, Valentines Day, and Mother's Day boutique sales
- Art to Grow On - coordinates schedule, supplies, volunteers for Art to Grow on Program.



Lomita Magnet PTA Board Nominations Form: 2023-2024 School Year

Please list your name or the name(s) of the person(s) you think would be a good fit for the following positions on our PTA Board next year. Fill in only the positions you are nominating someone for - it's ok if you do not have a suggestion for each/all positions. Please return the form no later than Wednesday, 5/24/23. Thank you for your support!

Nominations for (to be voted on by Association):

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

VP of Programs: _____

VP of Membership: _____

VP of Volunteers: _____

VP of Fundraising: _____

Parliamentarian: _____

Historian: _____

Hospitality: _____

Art Design and Marketing: _____

Communications: _____

Donations: _____

COMMITTEE CHAIRS:

Campus Beautification: _____

5th Grade Coordinators (2): _____

Book Fair: _____

Pledge Drive Coordinator: _____

Red Ribbon Week: _____

Reflections Art Competition: _____

Read Across America: _____

Community Events: _____

Boutiques: _____

Art to Grow On: _____