

TCE PTA Needs YOU!

Dear Torrence Creek Families,

At the PTA General Meeting on Tuesday, May 6th we will be electing officers to serve on the PTA Executive Committee for the 2012-2013 school year. A Nominating Committee consisting of five PTA members has been formed to select a slate of officers to present to the PTA for election. **We would like your input in recommending PTA officers for the 2012-2013 school year.**



The PTA serves as a liaison between the Torrence Creek parents, students, teachers, and administration. We have a strong, goal oriented PTA and it is important for our children, that we continue the great work that our PTA has done.

It is fundamental to our organization that we fill these positions with interested and dedicated parents who are committed to the well-being of our students, staff & families. These officers will serve for a minimum of one year, with a two year maximum term. Brief descriptions for the officer positions can be found on the back of this page.

If you are interested in one of these positions or know someone who is worthy of nomination, **please complete the bottom portion of this letter and return it to your child's teacher no later than April 20th.** If you are not interested in an officer position, but would like to chair a PTA Committee, please review the attached committee list and check the box(es) of the committees that interest you. If you are interested, but need more information, feel free to contact one of the Nominating Committee members listed below.

Thank you,

PTA Nominating Committee

Tammy King, Chair -- tkabking@gmail.com

Allie DiSieno -- amgeek@att.net

Gail Greenough -- liveonaboat@aol.com

PTA Board Officer	Name of Nominee	Child/Grade	Phone Number
___ President	_____	_____	_____
___ Vice-President	_____	_____	_____
___ VP, Fundraising	_____	_____	_____
___ VP, Membership	_____	_____	_____
___ Treasurer	_____	_____	_____
___ Secretary	_____	_____	_____

Your Name: _____ Phone #: _____

E-mail: _____



Our goals for the 2012-2013 school year include...

- 1) *Implementing the latest technology for the benefit of all TCE students.*
- 2) *Provide our school with the equipment & materials necessary to supplement a superior education.*
- 3) *Increase parent involvement.*

Join the PTA Board & help make a difference at TCE!

PTA Officer Duties:

President – Presides over Executive Committee meetings, PTA Board meetings and general PTA meetings; organizes agenda for meetings; Serves on the School Leadership Team (SLT); Works with the school's principal and PTA treasurer regarding allocation of monies; Responds to information requests from parents and staff.

Vice-President - Assists Presidents with all duties. Maintains PTA calendar. Expected to assume the role of PTA President at expiration of term.

Vice-President, Fundraising - Responsible for primary fundraising for the school year. Keeps accurate records and forwards monies to treasurer.

Vice-President, Membership - Plans and conducts membership enrollment efforts. Maintains accurate membership records & inputs members into the NC PTA Database.

Treasurer – Receives and disburses all monies as prescribed by the by-laws; Maintains accurate and detailed financial records to present to the PTA board and at general PTA meetings; Prepares an annual financial report, submits the financials for monthly audit, files tax return(s) as required, prepares budget.

Secretary – Records, compiles & distributes minutes of all PTA Board meetings; Maintains and moderates the PTA Yahoo e-group.

Listed below are the various PTA committees and a brief description. Please check the committee(s) you may be interested in CHAIRING in 2012-2013:

- Accelerated Reader – Works with school to coordinate quarterly Accelerated Reader rewards
- Beautification Exterior – Maintains a portion of outdoor landscaping near the school
- Beautification Interior – Maintains bulletin boards; assists with committee decorations
- Book Fair – Coordinates Fall and Spring Book Fairs
- Box Tops/Labels – Organizes collection of Box Tops and soup labels to earn rewards for schools
- Community Relations – Solicits local businesses to become sponsors of Torrence Creek
- Eagle's Nest Store – Maintains school spirit store operations
- EC PTA - To promote the well being of students with exceptional educational needs & students with disabilities
- Engaged Recycling - Organize and oversee Engaged Recycling program
- Family Focus – Coordinates family-centered school events, such as the Father Daughter Dance
- Grants – Assists staff with grant writing needs; researches available grant opportunities
- Health Room – Maintains needs of school health room through securing supplies and volunteers
- Hospitality – Organizes refreshments for PTA meetings and certain events
- Legislative – Stay informed about local legislation relating to education and educates PTA membership
- Media Center – Secures volunteers and various needs for the media center
- Newsletter – Responsible for the monthly online publication of the PTA newsletter
- Programs – Coordinates bringing educational and cultural programs to the students
- Publicity – Serves as the liaison between the local media and the TCE PTA
- Reflections – Coordinates the PTA Reflections Contest at the school level
- Restaurant Nights/Grocery Links – Coordinates restaurant night and grocery card fundraising
- Rooms Parents – Oversees the Room Parent volunteers; serves as liaison between TCE and room parents
- Run Too Overcome – Coordinates participation of Torrence Creek Elementary in the Run Too Overcome 5K
- School Events Liaison – Assists staff with school sponsored events (Jump Rope for Heart, etc.)
- School Mates – helps provide aid and resources to our School Mates partner school
- Scrapbook – Collects pictures and assembles scrapbook for school year.
- Spirit Wear – Coordinates TCE Spirit Wear design and sales.
- Staff Appreciation – Coordinates the efforts of the PTA to demonstrate gratitude for the staff
- Supply Packs – Coordinates sale of prepackaged school supplies
- Talent Show - Organizes all stages of the Talent Shows
- Volunteers – Recruits volunteers and maintains volunteer database
- Website – Designs and maintains PTA website
- Welcoming – Coordinates efforts to welcome new families to the school
- Yearbook – Collects information and pictures; designs and assembles school yearbook.

Your Name: _____

E-mail: _____

Phone : _____