



**BAIR PTSA Executive Board & Committee Chair Application
2016-2017**

Name: _____

Address: _____

Phone Number: (house) _____ (cell) _____

E-mail address: _____

Please read the attached list of positions available for the 2015-2016 school year and fill out the information below.

Position Information (please print):

Position Applied for: _____

Have you ever volunteered for this organization before? Yes _____ No _____

What kind of experience do you have in this or a similar position? _____

Will you be available for monthly meetings at 6:00 p.m.? Yes _____ No _____

Do you have time to actively assist with most PTSA sponsored activities? Yes _____ No _____

Will you be available to volunteer during school hours? Yes _____ No _____

Application Deadline is Tuesday, April 12, 2016.
Please return application to Bair Middle School's front office
in an envelope marked PTSA Nominating Committee.

Bair Middle PTSA Executive Available Board Positions - If a school board employee becomes a member of the Board they may not touch any money when it comes to collections or counting.

President	Executive and decision-making responsibilities of the PTSA, including budget and activities, Communicate all PTA business with administration, Communication with all PTSA Board and Committee Members, Chair monthly PTSA meetings, (attend monthly SAC meetings, if possible), be available for all PTSA activities and events, and other duties as assigned.
1st Vice President	Board responsibilities including decision making, attend monthly meetings, be available for PTSA activities and events and work with Committee Chairs to complete all. These duties are not inclusive, other duties will arise throughout the year, and other duties as assigned.
Treasurer	Banking and Board responsibilities including budget and activity decision-making. Maintain budget. Attend monthly PTSA meetings to present budget. Be available for fundraising money counts and bi-weekly bank deposits. These duties are not inclusive, other duties will arise throughout the year.
Recording Secretary	Record and maintain monthly PTSA meeting minutes. Board responsibilities including budget and activity decision-making. These duties are not inclusive, other duties will arise throughout the year.
Corresponding Secretary	Make flyers for events and activities. Maintain the FaceBook and Remind Page, Board responsibilities including budget and activity decision-making. Applying for awards, grants, scholarships that would fit the needs of the Bair community. These duties are not inclusive, other duties will arise throughout the year. Only position on the Executive Bair PTSA Board that can be held by a School Board Employee.

COMMITTEE CHAIR AND COMMITTEE POSITIONS

Volunteer Coordinator, Box Tops, FCAT Snacks, Social Coordinator/Committee, Fundraisers, Book Fairs, Hospitality, PTSA Membership, Spirit Shirts, Yearbook Coordinator/Committee, Spirit Socks, Coke Rewards, Staples Ink Rewards Program.