

## Norris Elementary PTA Interest Form for 2019-2020

Interest forms are due by April 1<sup>st</sup>. Email forms to Sangeetha Manikandan, [sangi.r@gmail.com](mailto:sangi.r@gmail.com), or turn them into the black PTA box in the school's front office.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell: \_\_\_\_\_

The Norris Elementary PTA consists of 6 Officer positions. The officers typically meet monthly for a Regular Meeting, as well as Board Meetings about 7 to 8 times a year. Additional meetings may be called to complete business or to assist with programs or events. Below is the list of elected positions. Please indicate the position(s) which interest you in order of preference (1 = most interested in). You may select as many positions as you are interested in, but you can only hold one position. Officer Elections will be held at the PTA General Membership Meeting on April 25<sup>th</sup>. These are brief descriptions of the slated positions:

\_\_\_\_\_ **President:** Presides at all meetings; coordinates the work of the officers and committees.

\_\_\_\_\_ **Treasurer:** Maintains all funds and books for the PTA; makes disbursements according to the budget; serves on the Budget Committee; completes and files all tax documents.

\_\_\_\_\_ **Secretary:** Records minutes of Board & Regular meetings; maintains board correspondence and calendar.

\_\_\_\_\_ **Programs VP:** Organizes the programs for the students and families of Norris.

\_\_\_\_\_ **Membership VP:** Promotes and implements a plan for gaining membership throughout the year.

\_\_\_\_\_ **Fundraising VP:** Oversees the major fundraiser for the year, for example the Norris Fun Run.

Below is a list of the appointed and chairmen positions. These positions will not be filled until after the election of the officers. You will be contacted after the election by either the President or a board member. Please indicate the position(s) which interest you in order of preference (1= most interested in). You may select as many positions as you are interested in.

\_\_\_\_\_ Arts in Education

\_\_\_\_\_ Directory

\_\_\_\_\_ Room Parent  
Coordinator

\_\_\_\_\_ Book Fair

\_\_\_\_\_ Environmental

\_\_\_\_\_ SAGE

\_\_\_\_\_ Bulletin Board (Non-  
Board)

\_\_\_\_\_ Healthy Lifestyles

\_\_\_\_\_ Spirit Store

\_\_\_\_\_ Carnival Chair

\_\_\_\_\_ Historian

\_\_\_\_\_ Teacher Workroom

\_\_\_\_\_ Communications

\_\_\_\_\_ Hospitality

\_\_\_\_\_ Tuesday Folders

\_\_\_\_\_ Community Partners

\_\_\_\_\_ Parliamentarian (Officer,  
appointed by the President)

\_\_\_\_\_ Volunteer Coordinator

\_\_\_\_\_ Council Delegate

\_\_\_\_\_ Popcorn Friday

\_\_\_\_\_ Watch D.O.G.S.

If you have any questions about the elected or appointed positions, please feel free to contact Sangeetha Manikandan at 845-467-3074 or any of the officers who currently hold the positions. The list can be found at [www.norrispta.org](http://www.norrispta.org)