



TLT

THE LEARNING TREE

Board Nomination Form

Junior School

Dear Junior School Parents,

The nominating committee for the Junior School Parents Association (PSPA) will be meeting soon to begin selecting a new board for the 2016-17 school year. The committee members are asking for your help and input in choosing next year's board.

If you would like to serve on the Executive Board or wish to recommend others for a position, please fill out the form below and return it to _____ by _____.

The objective of the nominating committee is to select an Executive Board that will be representative of the entire JS parent body. We encourage those who haven't been involved in the past to enjoy the benefits of participating, sharing ideas with other parents, becoming familiar with school programs, and getting to know more members of the faculty and administration. LSPA meetings are held the first Monday of the month from 8:15-9:15 am. A brief description of the board positions is on the next page. If you have any questions about the nominating process, the time commitments involved, or responsibilities of the various board positions, please feel free to contact us.

Best Regards,

Suroor Mushtaq

I am interested in working with the JSPA Board in the following position(s)

Name: _____ Phone: _____
Email _____

I wish to bring the following capable people to the attention of the nominating committee:

Name: _____ Position: _____

Phone _____ Email: _____

Name: _____ Position: _____

Phone _____ Email: _____

Name: _____ Position: _____

Phone _____ Email: _____

If you'd like to nominate more than one person, please use the back of this form!

Junior School Parents Association, continued

Executive Board Positions

President – meets with the head of school and vice president monthly to prepare LSPA meeting agenda, arranges speakers and presides over the meeting. The president will work with the vice president to oversee all committees and be a liaison between parents and the administration.

Vice President – stands in for president when necessary, works with president to oversee all committees.

Secretary - records association meeting minutes and attends to necessary correspondence.

Treasurer – oversees the budget, works with the business office to ensure all invoices are paid.

Room Parent Coordinator – point person between board and room parents, answers questions and helps the room parents keep their classes apprised of LSPA announcements.

Auxiliary Positions

Room Parent – assists teachers where needed with holiday parties, secures chaperones for field trips, sends emails to parents about LSPA announcements and information.

Valentine's Ball – 2 chairs plan the annual holiday party

Community Service – coordinate canned food drives (last Friday of each month) with student council, delivers the donations to Crossroads. Also gathers and delivers donated magazines to area hospitals

Giving Tree – work with charities to secure lists for the giving tree, oversee “tag picking” day and organize the gifts when they are received. Arranges for charities to pick up the gifts.

Sports Day – plan the K-2 skating party (held in February)

Theatre Night – plan the 3-5 skating party (held in January)

Academic Night – plan the academic night

Book Fair – organize, set-up and oversee the Scholastic Book Fair, held in October. This position works in tandem with the middle school chair and the LS/MS librarian.

Teacher Appreciation Day – plans teacher appreciation day, including securing volunteers to oversee classrooms; chooses the menu and gifts for each lower school teacher (held in May)