



September 18, 2020

Greetings Oceanair Families:

Oceanair PTA is looking for some awesome and amazing volunteers like you to serve on the PTA board for 2020-2021 school year. Although this year is starting virtually, our mission remains the same, “Making every child’s potential a reality by engaging and empowering families and communities to advocate for children.”

There are many values to being a PTA volunteer. Knowing that YOU’VE had a hand in creating a safe, challenging, inspiring and fun school environment is a rewarding experience. Our children are looking for their HERO, won’t you be their HERO?

If you’re interested in any of the positions below, please submit your nomination form along with your membership fee of \$5.00 per adult to the school in a sealed envelope.

Please contact Oceanair’s Elementary PTA at oceanairelementary_pta@yahoo.com if you have any additional questions.

Yours in Education,

Oceanair P.T.A.

President

Coordinates and oversees the committees for each board position; is a member of each committee; attends monthly Board and Committee meetings; attends Executive Board meeting; is involved in nearly all decision making processes and must have a solid understanding of each committee's needs and responsibilities; prepares general, board, and executive committee meeting agendas and oversees each meeting; works closely with the Administration, Teachers and PTA Executive committee to ensure that all needs are being met; is responsible for signing PTA expense checks and overseeing the distribution of PTA funds. Ensures that PTA is in Good Standing with VAPTA by verifying the audit completed and sent, dues sent and taxes were file and copies received by VAPTA.

Vice President

Helps the President coordinate and oversee the committees for each board position; is a member of each committee; attends monthly Board and Committee meetings, attends Executive Board meeting, is involved in helping the President with nearly all decision-making processes and must have a solid understanding of each committee's needs and responsibilities; attends all general, board, and executive committee meetings and contributes where necessary. must work closely with the Administration, Teachers and PTA Executive committee in the President absent to ensure that all needs are being met. Ensures that PTA is in Good Standing with VAPTA by verifying the audit completed and sent, dues sent and taxes filed and copies received by VAPTA.

Secretary

Documents and distributes minutes for the Executive Committee, Board, and General PTA meetings. Secretary is responsible for incoming and outgoing correspondence and to handle all official PTA communications.

Parliamentarian

Ensures that meetings are running smoothly and in a timely manner in accordance with the governing by-laws. Also ensures that all sides are heard and items are discussed within the time given. Calls for motions and can request changes to the meeting structure if needed.

Treasurer

Keeps financial accounts and records of the PTA. Present the proposed annual budget for the approval at the General PTA Membership meetings. This budget is developed based on historical financial data in conjunction with each Board Members input for the upcoming year. Pays bills and expenses in a timely fashion and ensures that all funds paid relates to the approved PTA committees voted upon PTA events. Ensure that all check requests are accompanied by receipts, and are approved by PTA president/VP. Prepares financial statements each month and presents them to the Executive Board during the monthly board meetings. Issues and co- signs all checks on behalf of the PTA. Keeps financial records on Budgeting software and maintains bank account data. Deposits funds in a timely fashion. Submits records for yearly audit by an independent auditor. Must have organized and accurate files to submit for ease of Audit process.

Communication/Bi-Lingual Chair

Attends monthly Board Meetings, general PTA Meetings, and supports PTA sponsored events. Supports all communication from Virginia PTA committees and elected officers to its members and to encourage communication at all PTA levels (members, school etc.). To further improve communication between the PTA, the school and our Spanish speaking members and to identify and use technological application to facilitate such communication.

Event Chair

Attends all monthly Board meetings, general PTA Meetings and supports PTA sponsored events. Seek out and implement all fundraising activities and plan events that benefit our community. Put together sub committees to ensure that the fundraising activities and events run smoothly. Communicates event needs to the Board. Support the Program with their programs.

Program Chair

Attends all monthly Board meetings, general PTA meetings and supports PTA sponsored events. Seek out and implement new programs that will benefit the students. Promote current PTA State run programs such as Citizenship Essay, Reflection and Power Plate. Work with faculty in securing grants for current programs such as Math and Science and awards for new programs. Assist the Event Chair with their programs.

Fundraising Chair

Attends monthly Board Meetings, general PTA Meetings, and supports PTA sponsored events. Meets with a prospective fundraising group or company to determine which fundraising activities best fit our school for the school year. Submit a list of activities to the Board for approval. Recruit volunteers to be part of your fundraising committee.

Membership Chair

Once elected, request your Membership Kit from Virginia PTA. Order membership envelopes. Recruit committee members and set membership goals for the year. Put together a packet for students to take home. Advertised and communicated the value of membership via flyers and meetings. Recruit members at every PTA meeting. Set up a membership Open House. Collect dues in membership and membership information from the envelope and pass dues to the treasurer in a timely manner. Enter all members' information into the PTA database. Recruit membership year-round. Work closely with the treasurer to ensure dues are submitted to Virginia PTA before its due date.

Committee Members

Maintains a handbook, which should contain "to do lists", copies of fliers, amounts of supplies needed for each function and any other information relevant to their event. Keep their Chair informed about the progress of the event. Follow up their activities by providing their chair with names and addresses of donors and volunteers for the purposes of thank you notes. Attend PTA meetings so that they are aware of ongoing PTA matters that may affect their event.

Keep Oceanair Beautiful (KNB)

Serves to maintain and enhance the outdoor school area through organized clean-up. Keep Norfolk Beautiful is a department of the city of Norfolk that supports Keep Oceanair Beautiful by providing the supplies to support our clean-up events. They also require each leader to go through an hour-long training.

Please contact Oceanair Elementary PTA at oceanairelementary_pta@yahoo.com or fill out an officer candidate nomination form!