

NEW PTC Members needed for 2016-2017 School Year

Deadline: February 29, 2016

Listed below are PTC Board positions and their respective duties and responsibilities, with open positions for 2016-2017 noted in the columns on the left. *An application form follows.*

Please note: The President-Elect, and Treasurer-Elect serve one year in the position, and then serve the second year as President and Treasurer. All Co-Chairs will assume the role of chairperson for their second year on the PTC Board. The Vice-President and Secretary may serve an additional one-year term in his/her position if selected to do so via the nominating process. Neither the Vice-President nor the Secretary may hold the same position for two consecutive years.

* * * * * PTC OFFICERS * * * * *

Position Status	Position and Duties
Ania Linkiewicz-Gawel; <i>Filled from President Elect</i>	President: Head of the Parent Teacher Club. Creates the agenda, presides at all general meetings, and board meetings. Works with the Principal to include all PTC events on the school calendar. Schedules all PTC related meetings on the church calendar.
OPEN	President-Elect: Assumes the office of the President for the following school year, following the conclusion of the President's term of office. Attends Advisory Council meetings when the President is unable to attend and fulfill such other duties as requested by the President. Supports the Vice President in soliciting advertisements for the online school directory. Acts as ambassador for the PTC to develop interest and participation in PTC activities and promote good will toward and generate support from parents.
OPEN	Vice-President: Acts in an advisory capacity to the President, presides at meetings in the absence of the President and performs all duties of the President in case of the President's inability to preside. Oversees development of the school yearbook and ensures Yearbook chair and co-chair are appointed for the upcoming school year. Responsible for helping with communications and fund development for the PTC by utilizing capabilities of the newly implemented online school directory, <i>MySchoolAnywhere</i> . Technology experience and familiarity are helpful in this role as the Vice President performs all setup and administration of the MIS Online Directory, including solicitation and creation of online directory advertisements. Reviews online directory ad pricing each year and adjusts for market fluctuation as needed.
OPEN	Secretary: Keeps and distributes the minutes of general meetings, all board meetings, and oversees school newsletters. Serves as the liaison to any MIS families who experience loss and will provide cards, letters and notifications on behalf of the PTC.
Christina April Breen; <i>Filled from Treasurer Elect</i>	Treasurer: Banks all monies received by the Parent Teacher Club keeping a full record, using Quickbooks, of all money transactions, and makes a monthly report to the Parent Teacher Club Board. Prepares disbursements from the PTC budgeted categories as approved by the president. Completes monthly bank reconciliation and monthly reporting to school accounting department. Prepares the operating budget for the following school year.
OPEN	Treasurer-Elect: Fulfills such duties as requested by the treasurer. Following the conclusion of the Treasurer's term of office, he/she will assume the position as treasurer for the following school year.

* * * * * PTC COMMITTEE CHAIRPERSONS * * * * *

Position Status	Position and Duties
Kristin Lebon: <i>Filled from Co-Chair</i>	Hospitality Committee Chairperson: Coordinates the Mentor Family program and conduct the Newcomers Social before school starts in August. Oversees teacher/staff appreciation & all other hospitality needs with the assistance of the Little Extras (Hospitality sub-committee) to provide food at the monthly teacher/staff meetings, quarterly parent/teacher meetings, and MIS open houses. Coordinates the annual Teacher/Staff Appreciation week in the Spring. Act as hostesses at all meetings of the Parent Teacher Club and PTC sponsored activities.
OPEN	Hospitality Co-Chairperson: Assists the chairperson in above duties
Angie Meenan: <i>Filled from Co-Chair</i>	Volunteer Services Committee Chairperson: Provides assistance to the school through the recruitment of volunteers to fulfill designated roles within the school. Coordinates the Room Parent/Teacher Luncheon, Field Day, and Back-To-School Registration.
OPEN	Volunteer Services Co-Chairperson: Assists the chairperson in above duties
Kristi Montemayor: <i>Filled from Co-Chair</i>	Community Enrichment Committee Chairperson: Plans and coordinates community activities with the event chairs as approved by the PTC. Coordinates volunteers on events such as Back To School Skating Party, Back to School/End of Year Picnics, Chili Cookoff and Festival of Tables.
OPEN	Community Enrichment Committee Co-Chairperson: Assists the chairperson in above duties
Angelica Ortiz: <i>Filled from Co-Chair</i>	Spiritual Enrichment Committee Chairperson: Provides our school with opportunities to enhance and enrich our students' and families' faith through 3 primary opportunities: (1) Catholic Schools Week, (2) monthly bulletin board and (3) monthly service projects. Purchases small gifts/tokens using PTC funds for celebrating holy days (such as Christmas, Easter and All Saints Day), recognition of sacraments (First Communion and Confirmation) and special gifts for the teachers (i.e., in 2014, canvas prints of Pope Francis were purchased for each teacher for her classroom).
OPEN	Spiritual Enrichment Committee Co-Chairperson: Assists the chairperson in above duties

Yes! I would like to be on the 2016-2017 PTC Board!

Please send this form in a sealed envelope, addressed Volunteer Services (attn. Angie Meenan) to MIS Office by February 29th, 2016. Please print clearly.

Name: _____

Phone: _____ Email: _____

Please list which PTC Board Position (s) you would like to apply for:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Skills, talents you have, and/or previous experiences you have had that would contribute to and help fulfill the duties of the above position (s):

Have you been on the PTC Board before? If so, when? Which position (s)?

If you are applying for the PTC Board Executive position, would you be willing to be interviewed by the Nominating Committee, if needed, to further discuss your application?

_____ Yes, I have obtained a copy, and read through the current PTC By-Laws.
(available at http://mischool.livesitehost.com/files/PTC_By-Laws_4-12.pdf)