



Dear Hammond families,

Do you have a love for seeing our school continue to be successful? **WE NEED YOU!!**
We are currently collecting names for the **2022-2023 PTA Executive Board**.

If you are interested in any of the PTA Board positions, please fill out the attached form and return it to the front office or send it via e-mail to Laureen Young at, laureenyoung85@gmail.com , **no later than Friday, April 29, 2022**. You can be nominated by someone or nominate yourself. The only requirement is that you must be a current Hammond PTA card member no later than Thursday, April 28, 2022, in order to be eligible.

Completing the form does not commit you to any position or guarantee you a position on the PTA Executive Board. The 2022/2023 Nomination Committee, which were voted in at the April 6th General meeting, will collect the forms and select the most qualified person for each position. They will then contact those individuals to confirm that they will accept the position for a minimum of 1 year. Candidates will then be voted in at the May 12, 2022 General PTA meeting. Information for the General PTA meeting will be sent out prior to the date. The PTA plays a critical part in providing the students, staff, and school with many programs, technical needs, events, and supplies, that otherwise may not be provided. We hope you will consider being a part of this vital team that makes a difference.

Nomination forms can also be found on the Hammond website:
<https://www.hillsboroughschools.org/hammond>, under the PTA section.

If you have any questions, please feel free to contact me.

For all the Children,
Maurine Wheeler
PTA President, Hammond Elementary
Smwheeler318@gmail.com



(2022-2023) PTA Board Nomination Form

Name of nominee: _____

Phone#: _____

Email address: _____

Are they currently a PTA card member? YES _____ NO _____

Has this person held this position(s) at this school or another?

YES (# of Years _____) NO _____

Position(s) nominating for: IF more than one, number positions by preference 1 to 3 (max 3)

Executive Board Members: Required to attend monthly Board meetings and head a committee(s)

**To be voted on at the May General Meeting

_____ PTA President

_____ VP of Volunteers

_____ VP of Ways and Means

_____ VP of Programs

_____ Recording Secretary

_____ VP of Membership

_____ Communications Specialist

_____ Treasurer (Financial background preferred)

List reason/ experiences for nominating this person for the position(s)

Please return the Executive Board form to the Hammond Elementary front office or send to Laureen Young, laureenyoung85@gmail.com, no later than Friday, April 29, 2022.

Nomination forms can also be found on the Hammond Elementary website: <https://www.hillsboroughschools.org/hammond>, under the PTA section.

Name of person nominating this person (if applicable):

Contact information: Phone#: _____

Email address: _____



PTA Board Position Descriptions 2022-2023

EXECUTIVE BOARD POSITIONS: Required attendance at monthly board meetings. Duties and responsibilities include but are not limited to.

PTA President: Hammond PTA President serves as the presiding officer of the local PTA Board, and presides over all executive and general PTA meetings. Serves as Liaison between Board Members, Committee Chairs, and Administration. Responsible for review and approval of PTA communication. Work closely with Treasurer and is an authorized representative to sign contracts and legally binding documents.

VP #1- Aid to the President (Ways and Means): Vice-President of Ways and Means serves as aide to the President and the Ways and Means standing committee(s). This job ensures, through quarterly fundraising events that the PTA raises sufficient funds to meet its annual financial objectives.

VP #2- Aid to the President (Programs): Vice-President of Programs serves as aide to the President and the Programs standing committee(s). This job ensures that the PTA provides Hammond students with meaningful programs that raise the awareness and promote change on important topics.

VP #3 Aid to the President (Volunteers): The Vice President of Volunteers serves as aide to the President and standing committee(s). Promotes, schedules and communicates all the volunteer needs for PTA: programs, fundraisers, and school events.

VP #4 Aid to the President (Membership): The Vice President of Membership serves as aide to President and standing committee(s). Builds an informed and participating membership by enrolling parents, teachers, and interested citizens. Assures that membership lists and dues are collected.

Recording Secretary: The recording secretary is responsible for taking accurate, detailed records of what was said during all PTA meetings. Recorded minutes will be considered legal record of the Hammond PTA Board.

Communications Specialist: The Communication Specialist acts as group communications secretary for the Executive Board members when written correspondence is needed specifically when working with business partners, vendors and teachers. Responsible for the newsletter, Facebook page, and Constant Contact.

Treasurer: The treasurer is responsible for preparing the yearly budget, maintaining financial records, reporting on financial status, maintain and update budget spreadsheets monthly and ensure the yearly audits and taxes are performed and submitted.



(2022-2023) PTA General Standing Committee Positions

General Standing Committees: Heads committee but does not attend monthly Board meetings-

(Excellent for working parents-minimum time required at school) **Will be voted on by newly elected executive board in September 2022.

- | | |
|--|---|
| _____ Homeroom Parent Coordinator | _____ Hospitality Coordinator |
| _____ Family Fun Night Coordinator | _____ 5 th Grade Coordinator |
| _____ All Pro Dad Coordinator | _____ Teacher Appreciation Coordinator |
| _____ Yearbook Coordinator | _____ Media Center Coordinator |
| _____ Reflections Coordinator | _____ Box Tops Coordinator |
| _____ Sweetheart Dance Coordinator | _____ Business Sponsors Coordinator |
| _____ Legislation / Advocacy | |
| _____ Afterschool Enrichment Development Coordinator | |

Name of Nominee - List reason/ experiences for nominating this person for the position(s)

Please return the general standing committees form to the Hammond Elementary front office or send to Maurine Wheeler, smwheeler318@gmail.com, no later than Friday, May 27, 2022.

Nomination forms can also be found on the Hammond Elementary website:

<https://www.hillsboroughschools.org/hammond>, under the PTA section.

Name of individual nominating this person (if applicable):

Contact information: Phone#: _____

Email address: _____



PTA General Standing Committee Positions

GENERAL STANDING COMMITTEES: Excellent position for working parents that can't get into the school regularly. **Will be voted on by the newly elected executive board in September 2022.

5th Grade Coordinator(s): Coordinate all 5th grade end of year celebration activities- fundraising, meetings, banquet, any off-site celebrations.

Family Fun Night Coordinator: Responsible for contacting local food and activity establishments to set up a fund-raising event at their location. Responsible for organizing, setting and cleaning up, and advertising PTA Fun Nights. Communicate it via flier, signing, and through the Communications Specialist to parents.

Homeroom Parent Coordinator: Liaison between PTA and parents- sends all approved PTA emails to Homeroom parents for distribution to general population.

Hospitality Coordinator: Coordinates getting food donations, purchasing, delivering, and setting up food, and clean-up for several school events through-out the year.

Box Tops Coordinator: Send fliers to parents via HRP emails, send fliers home to parents via the students, in charge of any box top contests within the school and coordinate with the Box Top corporate offices.

Teacher Appreciation Coordinator: Communicate to parents, via flier, appreciation week specifics for each day, set up, organize and purchase items for teachers, staff and bus drivers during the assigned time and deliver them as needed.

All Pro Dad Coordinator: Coordinate, set up and deliver ALL Pro Dad Program and All Pro Dad events.

Yearbook Coordinator: Collect pictures, communicate ordering procedures and create the Hammond yearbook with help from an editing committee. Work with authorized vendor to establish website, and commission information.

Media Center Coordinator: Schedule volunteers for the Media center, create a volunteer schedule & send request for volunteers when needed via email and schedule volunteers and help with set up and tear down of book fair(s) as needed.



Reflections/ PTA Awards Coordinator: Work with the VP of Programs to advertise Reflections Art Contest, collect art, arrange judging and host celebration dinner. Prepare winning art for transport to and from Hillsborough County PTA. Inform parents of county and state celebrations and communicate with county and state PTA as necessary. Prepare County, State and National PTA award requests as well as any other available award requests.

Sweetheart Dance Coordinator: Work with the VP of Ways and Means to Plan and implement the annual Sweetheart Dance. Including but not limited to ticket sales, obtaining auction items, food vendor(s), entertainment, decorations, venue, security, and volunteers.

Business Sponsors Coordinator: Work with the VP of Ways and Means and the Liaison between Hammond Elementary Business partners and Hammond Elementary PTA. Responsible for obtaining and maintaining business partnerships throughout the school year. Including but not limited to: Finalizing partnership agreements, printing and hanging of banners and/or any agreed upon service as described in the business partner contract Hammond Elementary PTA.

After-school Enrichment Development Coordinator: Develop and implement the After-School Enrichment Program for the upcoming school year. Along with the President, will coordinate with outside vendors, teachers and administration to solidify the upcoming programs/times offered. Automate the sign-up process and organize volunteers to run the program.

Legislation / Advocacy Coordinator: Advocacy is the root of all elements that contribute to an excellent education for our students. Efforts are focused on keeping families informed on issues that affect our children's academic experience at Hammond Elementary.