



Dear Cobblestone Families,

Exciting News! The following PTC executive board positions are available for the upcoming 2018-2019 school year and elections start now! Below is a brief description of the duties expected of the elected members of the Cobblestone PTC Board. The term for elected officers of the board is 2 years. If you're interested in a position but don't want to do it alone, then this is a great opportunity for you to co-chair or grab a friend and run as a team!! This year is going by so fast and we have really enjoyed being a part of Cobblestone PTC!

PRESIDENT:

- The President shall be available to attend PTC Meetings and PTC sponsored events. These events may take place during or after school hours.
- The President shall run PTC Meetings/agenda with the help of board members.
- The President shall lead the board in planning fundraising events and activities.
- The President shall meet regularly with the school principal to discuss past and upcoming events.
- The President shall work with the board to establish budgets for each event and classroom.

Co-VICE PRESIDENT: Ali Glen-Malicki will remain in VP position for 2018-19

- The Vice President shall be available to attend PTC Meetings and PTC sponsored events. These events may take place during or after school hours.
- The Vice President shall perform duties alongside the President and work with the board and other volunteers.
- The Vice President shall help organize events and fundraisers with the board and/or a committee of volunteers.
- The Vice President must be able to fill in for the President if need arises.

TREASURER:

- The Treasurer shall keep track of the budget and expenses, overall and for each event.
- The Treasurer shall keep bank records and make bill payments.
- The Treasurer shall keep receipts and reimburse teachers for purchases made for classrooms within their allowed budget.
- The Treasurer shall reimburse PTC board members and event volunteers for purchases made for PTC events.
- The Treasurer shall be available to attend meetings and PTC events.

SECRETARY:

- The Secretary shall attend and keep minutes of each PTC Meeting.
- The Secretary shall be available to attend PTC meetings and events.
- The Secretary shall keep records of events. These may include facility rental forms, contracts, volunteer lists, calendar, event dates, shopping lists, etc.
- The Secretary shall keep a list of paid voting PTC members.

There are many benefits to being on the PTC Board. You will play an important role in making all of the fun things that happen at Cobblestone! Board members help determine what kind of fundraisers and activities our school has, as well as how the funds are distributed. PTC board members, and volunteers, make a lot of our schools events happen: Jog-a-thon, Fall Festival, Daddy/Daughter, Mother/Son, Back to School Picnic, Silent Auction, Open House BBQ and more! Being a board member is a great way to meet other parents and connect with staff members. It is also a great way to support our school and your own kids!

If you would like to run for a position of the PTC Executive Board, please send an email with a brief description of yourself to CobblestonePresident@gmail.com by Friday April 27th, 2018. (or please fill out the bottom of this page and return it to the school office). This will be used on voting ballots, so you may include any qualifications or experiences that you feel would help you in the position for which you are running. Ballots will be sent by email to paid members of the PTC to vote on by or before May 1st, 2018.

Board positions may be held for 2 years without re-election. PTC bylaws will be made available upon request.

Thank You,
Alice McGarvey
Cobblestone PTC President
cobblestonepresident@gmail.com

Please Print:

Name (s) _____

Phone _____ Email _____

Desired Board Position: _____
